PDF Impress 2013

User Manual

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Introduction

PDF Impress 2013 provides intuitive, interactive and impressive conversion to an Adobe® PDF (Portable Document Format) format from any application that can print. You can use PDF Tools to merge, split, extract, insert, remove and rotate PDF pages, add multiple watermarks and stamps, digitally sign and encrypt whole document. Automate PDF conversion with multiple personal watch folders. Supports for ISO 19005-1 PDF/A and Terminal Services is provided, too.

This User Manual aims to help you master PDF Impress main functionalities, from getting installed to using all advanced PDF creation and manipulation features. To do so, this manual is structured the way that beginner will get familiar with PDF conversion benefits in early sections of this manual while the advanced users can jump directly into any task. Secondary function of this user manual is direct help for PDF Impress features, so for better navigation, the chapters are named identically to the software features listed in the menu.

In the following chapters you will learn about:

- How to install - page 6.
- Creating PDF documents - page 8.
- Using virtual printer - page 10.
- Batch conversion with Convert To PDF - page 13.
- PDF Profiles - page 16.
- Customizing Preferences and Tasks - page 19.
- Automate with Watchers - page 43.
- Manipulate with PDF Tools - page 49.
- Debug log and default Settings - page 64.

While this User Manual tries to be as complete and thorough as possible, you may want to browse other materials for more information about features of the Portable Document Format (PDF).

At your disposal, you have the following additional sources of help:

PDF Impress online:

http://www.binarynow.com/products/pdf-impress/

Tips and trick for PDF conversion:

http://www.binarynow.com/category/pdf-conversion/

BinaryNow Technical Support:

Email: support@binarynow.com
Online: http://www.binarynow.com

System Requirements

Below are the minimum system requirements for PDF Impress 2013:

Operating Systems

Windows® 8 (x86 and x64)
Windows® 7 (x86 and x64)
Windows® Vista (x86 and x64)
Windows® XP (x86)

Memory and Hard Drive Space

512 MB of RAM
250 MB for installation

Convert to PDF and Watcher Requirements

Autodesk® Design Review 2008
Autodesk® AutoCAD 2000 or higher
Microsoft® Word 2002, 2003, 2007, or 2010
Microsoft® Excel 2002, 2003, 2007, or 2010
Microsoft® PowerPoint 2002, 2007, or 2010
Microsoft® Visio 2002, 2003, 2007, or 2010
Microsoft® Publisher 2002, 2003, 2007, or 2010
Microsoft® Internet Explorer 8.0+
OpenOffice.org 2.2+

Installation

Things to know before installation

- PDF Impress is installed as a print driver; it will install system files inside Windows folder and support files to the user-defined location:

Program files: `%ProgramFiles(x86)%\BinaryNow\PDFImpress 2013`
Program files on a 32-bit os: `%ProgramFiles%\BinaryNow\PDFImpress 2013`
Common files: `%ProgramFiles%\Common Files\BinaryNow\PDFImpress 2013`
32-bit driver: `%SystemRoot%\system32\spool\drivers\w32x86\3`
64-bit driver: `%SystemRoot%\system32\spool\drivers\x64\`

- After the install process is complete, you will find the PDF Impress printer in the Windows Printers folder.
- By default, PDF Impress will install as a 30-day trial. When you purchase PDF Impress, you are given a Product Key that unlocks the trial version.
- PDF Impress install places the **PDF Impress 2013** icon directly into Start menu to allow quick access into main interface.
- PDF Impress also installs **Watchers** application into Windows systray. **Watcher** by default watches *%userprofile%\Documents\PDFImpressWatcher* folder that is created during the installation.
- Installer extracts 32-bit and 64-bit MSI install files which are used during Create MSI Package procedure.

Normal Installation

1. If you have downloaded PDF Impress Double-click the file, **pdfimpress2013.exe**, to start the installation process. Follow the Installation Wizard to complete the installation process.
2. To proceed you will have to agree to a License Agreement and will enter the product key to unlock the application. The product key should have been provided to you as part of your purchase. If you want to try PDF Impress simply enter "TRIAL"
3. At the end of the installation, you will be asked to restart the computer. Please restart your computer at this time to ensure the program is installed correctly.

Note: You are allowed to change the installation folder during the installation. Regardless, a printer driver will be installed into Windows system folder.

Terminal Services (Farm) Installation

PDF Impress can be installed normally on a standalone Terminal Server. Installation on a farm requires a one simple step:

Create MSI Package

1. Install PDF Impress on the first server in a farm from the EXE.

2. Configure the Profiles to your liking.
3. Create MSI Package.
4. Install from the MSI on each server in the farm.

MSI Package Installation

Prepare MSI Package function in PDF Impress Settings will create these installation files:

pdfimpress2013_x86.msi – package that you can use to install PDF Impress on 32-bit Windows.

pdfimpress2013_x64.msi – package that you can use to install PDF Impress on 64-bit Windows.

PDF Impress can be installed from these MSI packages same way as from EXE by double clicking the file. Benefit of using MSI is a custom profile and setting distribution with each install (more information is available in Setting – Create MSI Package section of this manual).

Creating PDF Documents

The Adobe® Portable Document Format (PDF) is regarded as the industry standard for secure and reliable document distribution. Organizations from around the world use PDF files to streamline their business processes, create a paperless working environment, and secure archives of various records.

PDF Impress can create fully compatible and secure PDF documents viewable by anyone. Multiple ways of creating such PDF documents are available. PDF Impress installs virtual print driver which allows PDF creation from any application which can print. PDF Impress can be also used as a standalone application which allows users to simply drag and drop documents into it and create PDF files. You can automate your conversion with the built-in Watcher or you can integrate PDF Impress into your application using an API described in the PDF Impress Developer Guide. Included PDF Tools allow extended PDF manipulation (more details in the PDF Tools section of this manual).

When PDF Impress creates PDF documents it uses the Profile. The Profile includes a complete definition of the PDF creation process. PDF Impress comes with predefined profiles that allow you to create or manipulate PDFs in many ways. These profiles can be changed and new profiles can be added for a user with specific requirements. System administrator can define own profiles and distribute them to users with a custom created MSI install.

Printing into PDF

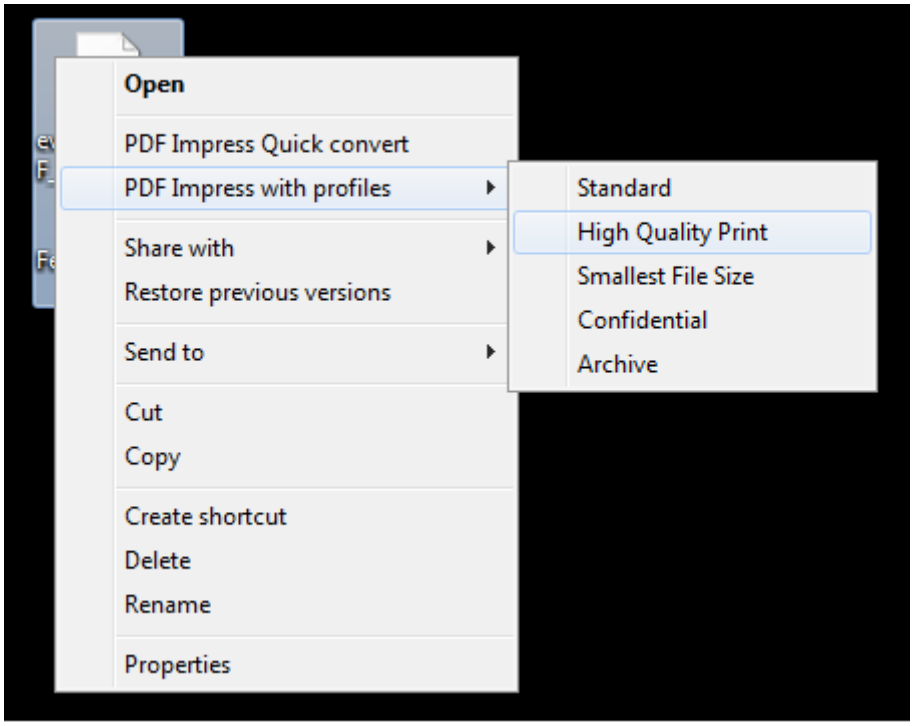
Easily create an Adobe PDF from any application that can print using an intuitive PDF Impress virtual printer. No other third party application is required to create PDF files with this virtual printer. Use a pre-defined Profile or change any of the PDF Impress printer properties to create the PDF document you desire.

Drag and drop into PDF

PDF Impress supports PDF creation by simple dragging and dropping documents into PDF Impress Convert to PDF folder. This folder is accessible by launching PDF Impress; alternatively user can simply drag and drop the document(s) into the desktop shortcut. Batch conversion and support for different conversion profiles are available. You can also copy and paste using shortcuts or browse and select documents and load them into Convert To PDF. PDF Profiles can be edited on the fly. This conversion process integrates third party applications shell or OLE printing on the back end (see system requirements for more details).

Right click conversions

PDF Impress allows you to convert files with 2 clicks. Right click on the file(s) you wish to convert. Select *PDF Impress Quick convert*, if you want to convert file(s) using profile you have selected for Quick convert in settings. The PDF document will be placed in the same folder as the original and will have the same name as the original but it will maintain the PDF file extension. Select *PDF Impress with profiles* to convert file(s) with profile you select.



Manipulate PDF

Use built-in PDF Tools to merge, split, extract, insert, remove and rotate PDF pages. Easily enhance your PDF documents with multiple stamps and/or watermarks or even extract the content of the PDF document into graphics files . All PDF Tools task can be also applied to the conversion profile so user can create the PDF file as desired or later edit it in PDF Tools. PDF Tools supports following tasks: Stamp, Watermark, Attachment, Insert pages, Remove Pages, Rotate Pages, Optimize, Document Information, Page Layout, Extract Pages, Security and Digital Signature.

Automate conversions

Automate PDF conversion with multiple personal watchers. Run watchers continuously, periodically at certain times or on demand using the control icon in Windows System Tray**.** Watcher does not use Profiles, but allows to create own configuration from individual tasks. You can use a pre-defined Watcher, add your own tasks to it, or create a completely new Watcher. Multiple Watchers can run simultaneously.

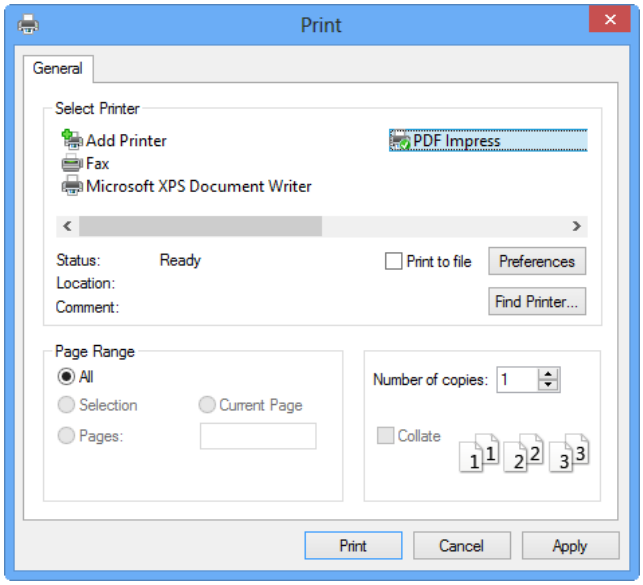
Customize conversions

Easily add PDF output capability to your application. PDF Impress supports custom profiles and access to preferences through Windows registry. For more information download PDF Impress **Developer Guide** from:

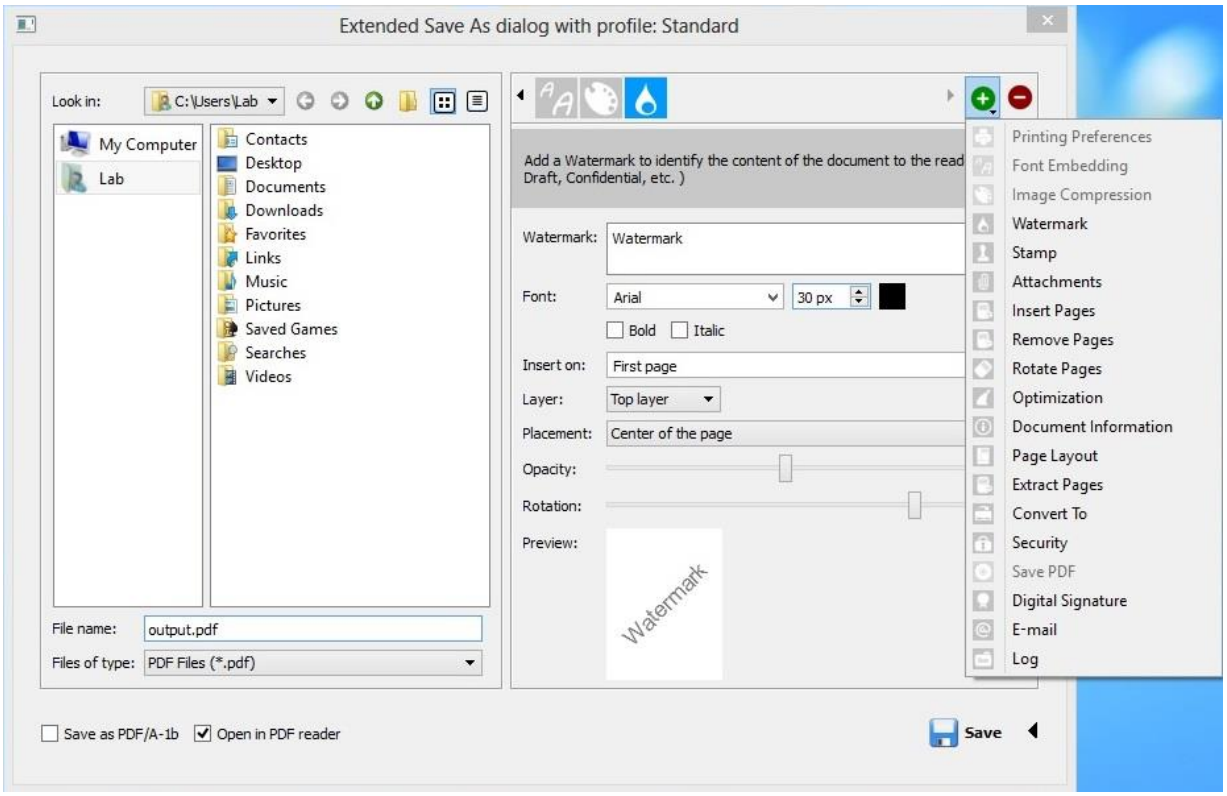
http://download.binarynow.com/PDF_Impress_Developer_Guide.pdf

Using the virtual printer

Printing



1. Open a document in your favorite application (e.g. Microsoft Word).
2. Click on **File** and select **Print** from the drop down menu.
3. In the printer dialog box, select **PDF Impress** from the list containing all of the printers installed on your PC.
4. If you want to choose a profile for conversion, click **Preferences**. You can also choose Paper Size, Orientation, Print Resolution and you can change the output settings. If you don't, all the settings will be set to a Standard Profile.
5. Click **Print**.
6. The PDF Impress extended **Save As** dialog will appear.

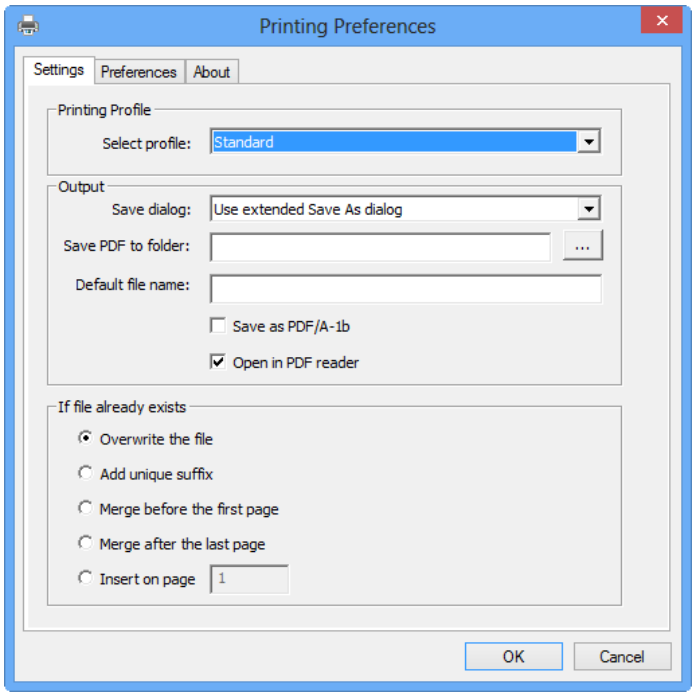


7. In the **File name** field, enter a name for the new PDF file.
8. You may select the folder you would like the new file to be saved to by clicking one of the predefined locations on the left (e.g. **Desktop**, **My Computer**) or choose the folder by clicking on it

9. Add or delete tasks in the right pane to your liking.
10. To create your new PDF document, click the **Save** button.

Printing Preferences

By using Printer Properties – Settings you can change the profile used for the PDF conversion process. You can also override values defined by the profile and do last minute changes in your conversion process. This tab uses values set in profile's task "**Save PDF**".



Select profile: From the pull-down menu select the profile you want to use for PDF conversion. All values in this tab as well as in Preferences tab will be automatically set up based on the selected Profile. Any changes in this tab will apply only to the current conversion process.
Output: Define the PDF Document location, its name and the other options.

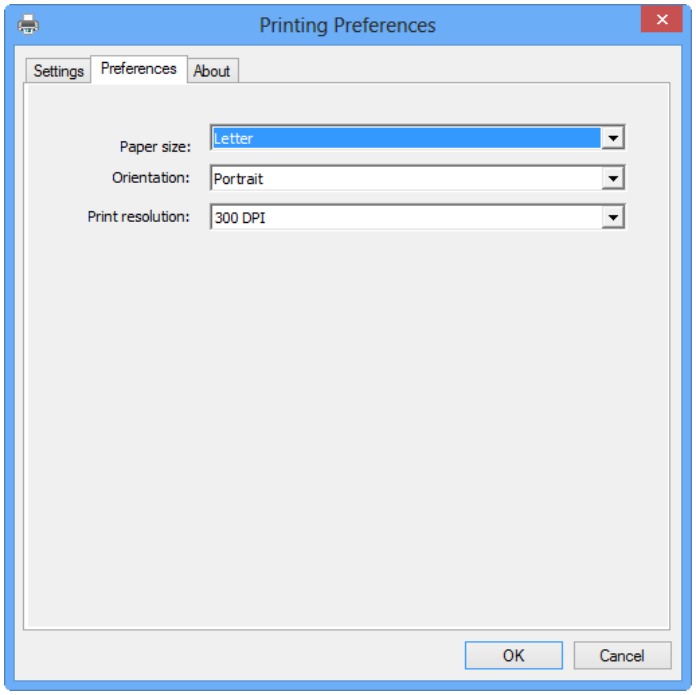
- **Save dialog:** This allows you to disable or enable the Save As dialog window.
  - **Use Save As dialog:** Use the default Windows Save As dialog to allow selection of the output path and file name. All other interface features are not accessible through the Save As dialog, but are defined by the task itself (e.g. merge options).
    Use extended Save As dialog: Use the extended Save As dialog to allow selection of the output path and file name. In extended Save As dialog mode you can temporarily change, add or delete profile tasks (e.g. Insert Pages). All changes made in extended Save As dialog will not be permanently saved into profile preferences. If the PDF document already exists, on demand merge dialog will show up to allow you to merge the document or overwrite it.
  - **Use folder:** No dialog will appear during conversion and documents will be saved in predefined folder.
- **Save PDF to folder:** Select the folder where you want to save PDF documents. If Save As dialog is on, the folder will be used as predefined value in the dialog.
- **Default file name:** Create a default file name if you desire unified document naming. If left blank, PDF Impress will use the original file name when possible. If Save As dialog is on, the default file name will be used as predefined value in the dialog.
- **Save as PDF/A-1b:** Check this option to make sure that result will be compliant with PDF/A-1b ISO standard for long-term preservation (archival) of electronic documents.
- **Open in PDF reader:** Check this option to automatically launch the default PDF Reader upon completion of the conversion. This allows you to view the converted document right away without having to manually open PDF reader (Adobe® Reader®

or another PDF reader must be installed). This option is not recommended for batch conversion since it will automatically open your default PDF reader with each created PDF document.

- **If file already exists**: You can define the content merge of multiple documents.
    - **Overwrite the file:** Will replace the original document with the new PDF document without any warning
    - **Add unique suffix:** New document will be created with a unique suffix added to the name.
    - **Merge before the first page:** Will merge the new document before the first page in the original document.
    - **Merge after the last page:** Will merge the new document after the last page in the original document.
    - **Insert on page:** Will insert the new document on the selected page in the original document (e.g. after cover sheet).

Preferences

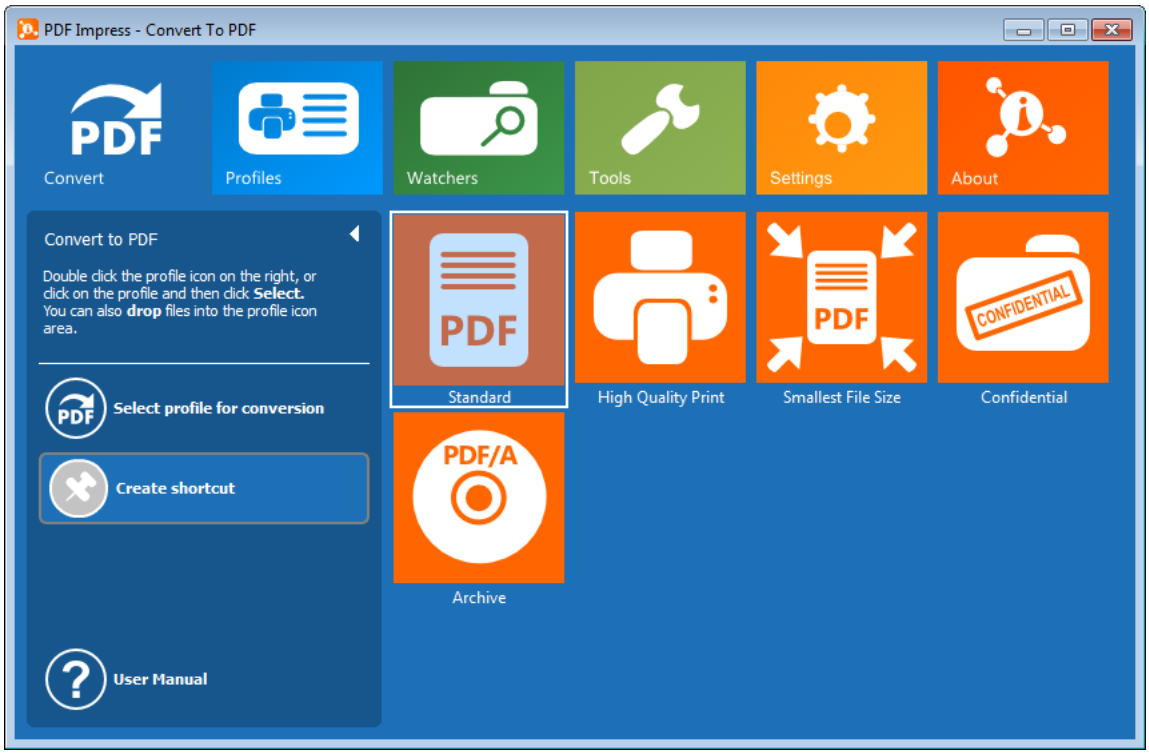
This tab uses the values set in the profile's task "**Printing preferences**" and by adjusting them you can control page sizes, orientation and print resolution of the outputed PDF document.



Paper size: Choose the paper size you want from the available sizes provided. All supported paper sizes will be listed in the drop down menu. This list is based on what is available in your operating system.
Orientation: Choose between portrait and landscape.
Print Resolution: Choose between 72, 96, 144, 300, 600, 1200 or 2400 DPI. The higher the resolution, the larger the file size will be.

Convert To PDF

You can convert your documents to PDF by using the PDF Impress application. You can define the conversion profile, select multiple files and let PDF Impress convert them in a batch for you.



How it works

1. Open PDF Impress
2. Double-click the **Profile** you want to use. .Click on the **Add Files** icon, select the document(s) you would like to modify and click **Open**. (*Drag and drop or copy and paste* are also supported).
3. Click **Convert to PDF**.
4. The Save as dialog will appear (Depending on the profile, the PDF documents may be saved into pre-defined location.).
5. Click the **Save** button to save your PDF document.

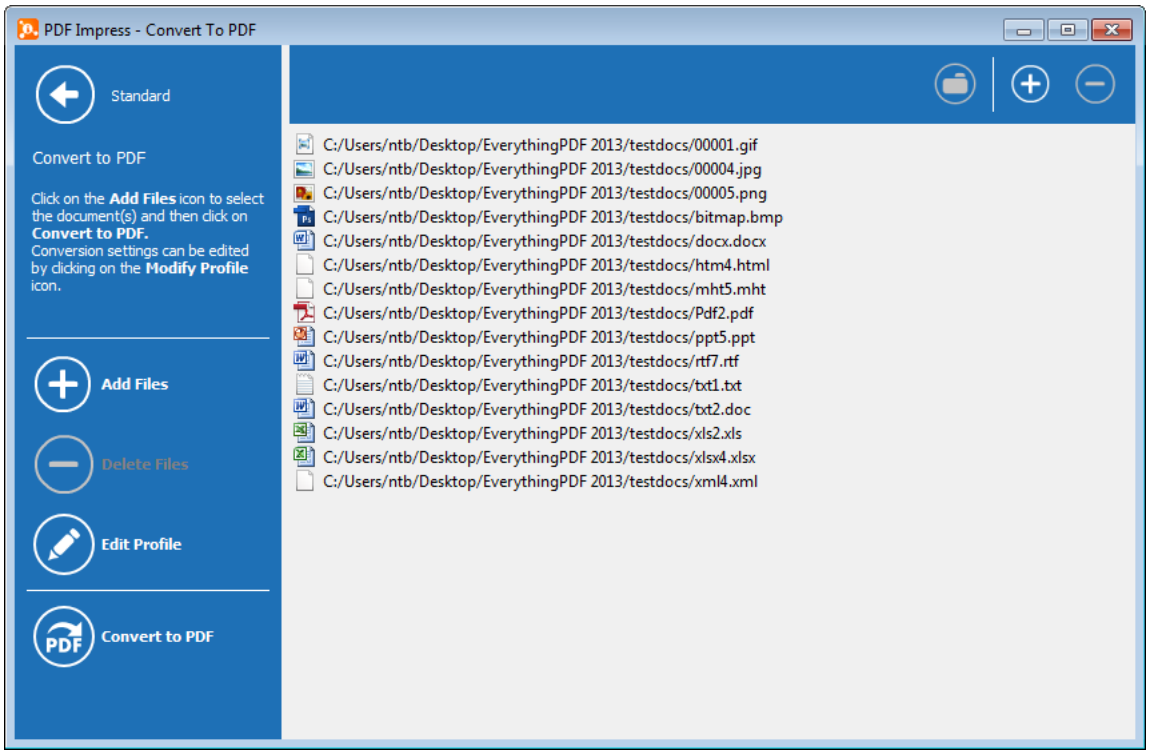
Select a profile for conversion

PDF Impress supports multiple ways of selecting a Profile. Pick the profile, which is the most suitable to your personal preference:

- Double click the profile icon.
- Click on the profile icon and then click **Select profile for conversion** on the left bar
- Click on the profile icon and then right click and choose **Select profile for conversion.**
- Drag and drop documents into the profile icon.

Add and Delete Files

You can add and delete documents from the Convert To PDF list using the **+** and **–** icons on the top or left side bar. Once you click on the **Convert to PDF** icon, all files located in this list will be converted using the profile listed on the top left. You can drag and drop documents into this list or use copy and paste (CTRL+C, CTRL+V) shortcuts to add more documents from Windows Explorer. Documents can also be removed from list by clicking on the DEL button or by right clicking the selected document(s) and choosing **Delete Files** from the menu. Be advised that you can add only documents, not folders to the list and if you add unsupported files they will not be converted. PDF Impress will only convert the documents that can be printed by your operating system. If you right click your document in Windows Explorer and do not see the print option, do not copy them into Convert To PDF. Such documents can still be converted to PDF when you print them using the PDF Impress printer from the application which created them.



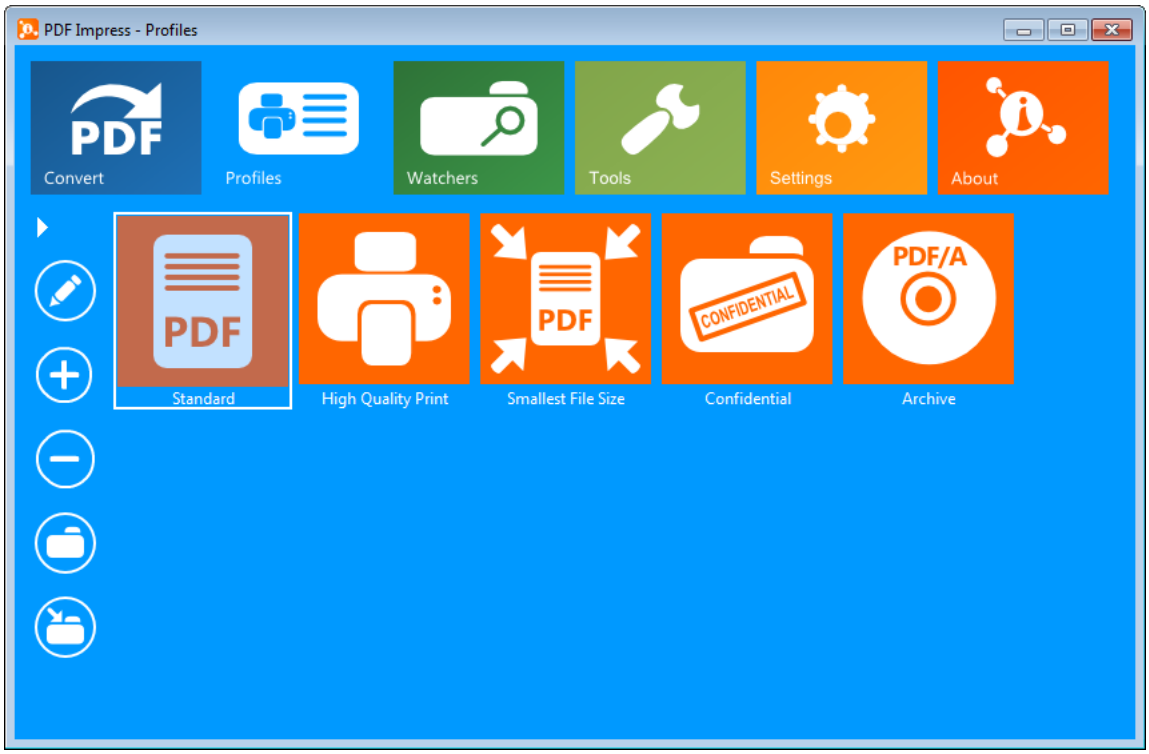
Edit Profile

You can change any settings and add new tasks to the profile right before the conversion by clicking on Edit Profile on left side bar. These changes will not be permanent to the profile and will be used only once for the current conversion. Edit Profile can also be accessed through the right click menu option.

Profiles

This part of the manual will cover configuration options for the conversion and Profile selection process. Profiles allow you to configure PDF Impress to meet your specific needs. PDF Impress includes five built-in profiles to make PDF creation as simple as possible.

• **Standard**: Use this profile to create Adobe PDF documents suitable for reliable viewing and printing of business documents. The default settings are: Use extended Save As Dialog, Open in PDF Reader, 300 DPI, ZIP image compression and Embed necessary subset.
• **High Quality Print**: Use this profile to create very large Adobe PDF documents best suited for high quality printing. The following options are different from the Standard profile: 2400 DPI, Embed all fonts and Do not open in PDF Reader.
• **Smallest File Size**: Use this profile to create very small Adobe PDF documents best suited for on-screen display, e-mail, and the Internet. The following options are different from the Standard profile: 96 DPI, JPEG image compression (Low quality), Page content is compressed, any Annotations are removed and Do not open in PDF Reader.
• **Confidential**: Use this profile to create Adobe PDF documents that contain the text '*Confidential*', watermarked on all pages. The following options are different from the Standard profile: Add Watermark to all pages, watermark text 'Confidential', watermark font size 100px and Do not open in PDF Reader.
• **Archive**: Use this profile to create Adobe PDF documents that must conform to the PDF/A-1b ISO standard for long-term preservation (archival) of electronic documents. The following options are different from the Standard profile: Adobe PDF/A-1b, Embed all fonts and Do not open in PDF Reader.

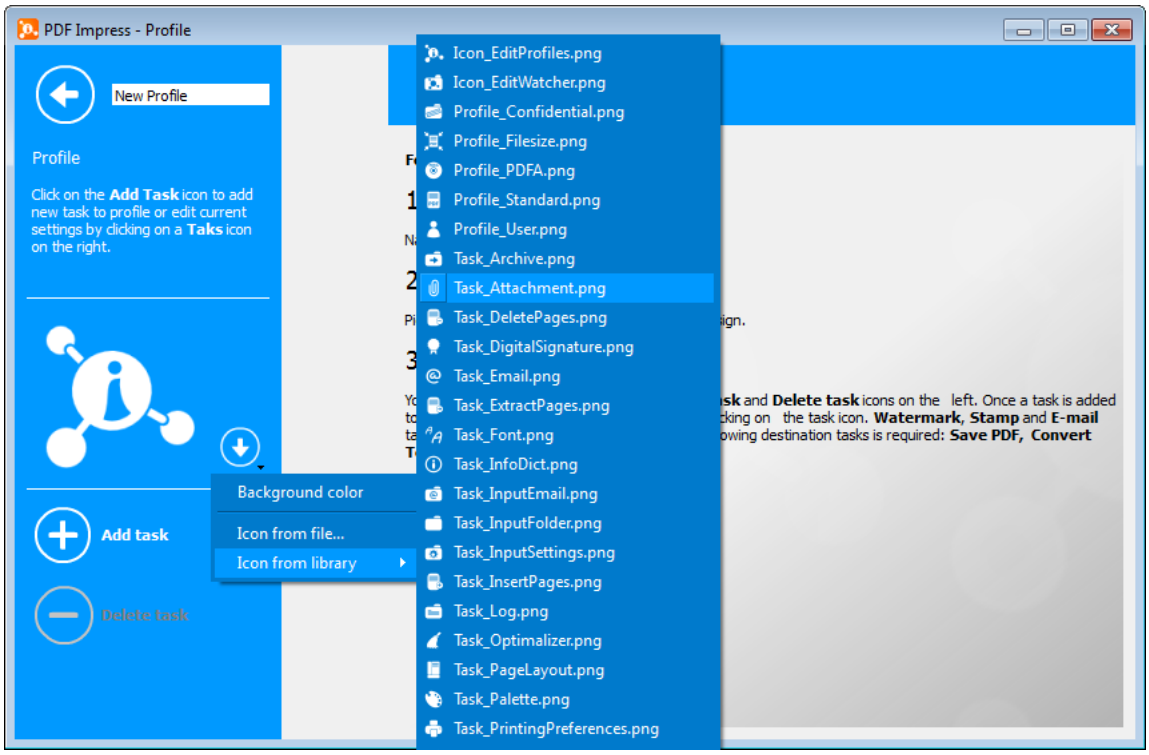


More profiles can be created on demand. When you want to create a new profile or organize current profiles, click on the **Profiles** icon in the PDF Impress menu.

Edit, Add and Delete Profiles

How to edit a selected profile:

1. Click on the **Edit selected profile** icon on the left side bar
2. A selected Profile will open. Now you can change the name of the profile, its icon and background color. You can also add, edit and delete tasks here.
3. Once you are done, click on the **Back to the main menu** icon. The changes you have made will be automatically saved.



How to add a profile:

1. Click on **Add a new profile** icon.
2. Type name of your new profile. This name will show up under the profile icon.
3. Choose background color and icon from provided library or use your own file.
4. You can add and delete tasks by clicking on the icons on the left. Once a task is added to the profile you can configure it in the right window. **Watermark**, **Stamp** and **E-mail** task can be added multiple times. One of the following tasks is required: **Save PDF**, **Convert to** or **E-mail**.
5. Save profile by clicking on the **Back to the main menu** icon.

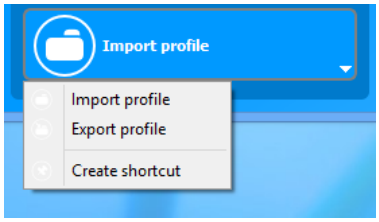
How to delete a profile:

1. Click on the profile you want to delete

2. Click on the **Delete selected profile** icon. A dialog box will appear, asking if you really want to delete selected profile.
3. Select **Yes**. Your profile will be now deleted.

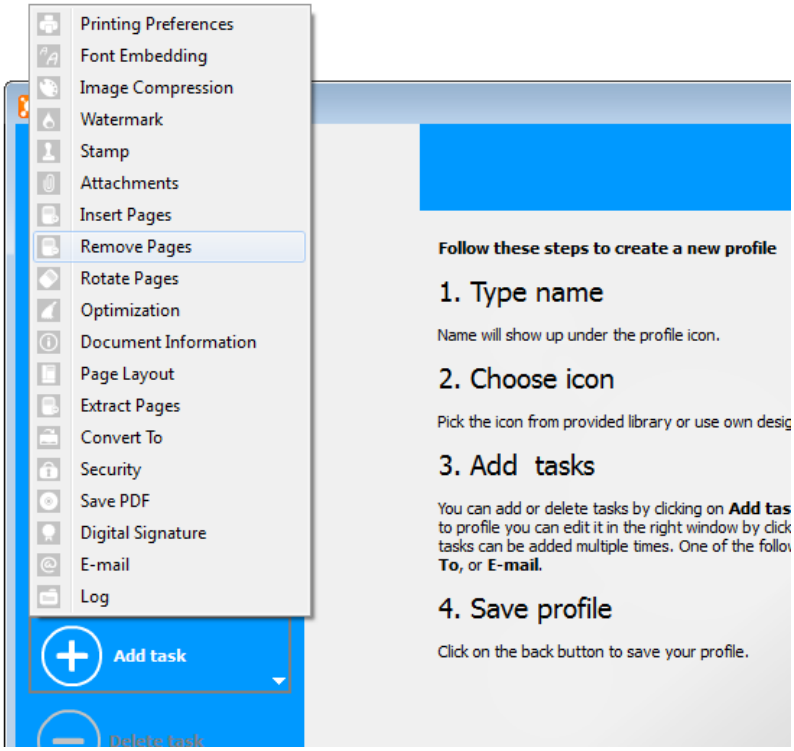
Import and Export Profiles, Create shortcut

You can Import and Export profiles by using the **Import profile** icon on the left side bar. You can also create a shortcut on your desktop by clicking **Create shortcut**. Once the desktop shortcut is created, you can drag and drop documents to it instead of opening the PDF Impress and drag and drop file into Covert To PDF Profile.



Tasks

All configuration options and various printer and conversion engine actions stored in each profile are organized as tasks. Some task can be used multiple times (e.g. Watermark, Stamp, E-mail), others can be used only once, and some are mandatory (e.g. Save PDF, Convert to or E-mail). All tasks will be executed during the conversion process.



Environment Variables

Environment variables are a set of dynamic named values that can be used in almost any task in input fields. Environment variables are keywords enclosed between two % signs (e.g. %VARIABLENAME%) and are replaced with a true value during a conversion.

PDF Impress supports the following dynamic variables:

%DATETIME% = 2007-12-31_23_59
%DATE% = 2007-12-31
%TIME% = 12-00
%YEAR% = 2007
%MONTH% = 12
%DAY% = 31
%HOUR% = 23
%MINUTE% = 59
%SECOND% = 59
%ORIGINAL% - store original document name or document path in Save PDF task

%PAGENUM% - store a current page number in Watermark task
%TOTALPAGES% - store a total page number in Watermark task

PDF Impress supports all path variables:

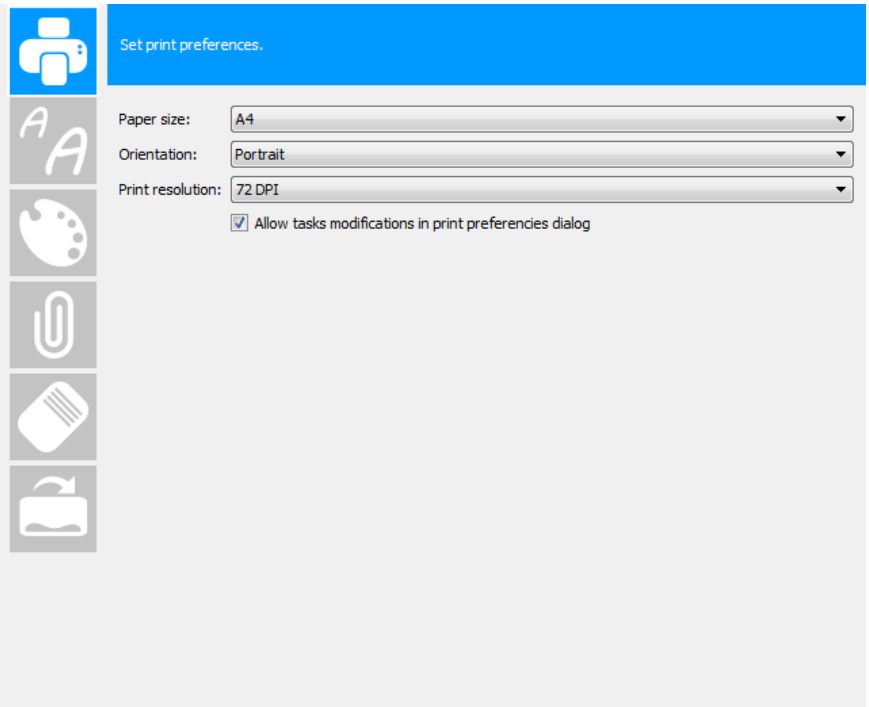
For a list of all variables that can be used, view the following registry key:

HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Explorer\Shell Folders

These allow you to designate an output folder for your PDF documents. The variables usually point to some location on your computer. The most common are: %Desktop% , %Temp%. You can define your own variables with setx command, for more information please see the corresponding operating system manual. If you change the variables or create a new one please don't forget to restart PDF Impress and your Watcher. These variables are usually used in folder and file related input fields, but they are not supported in Watermark Task.

Printing Preferences

The Printing Preferences task allows configuring the PDF Impress printer driver preferences in Microsoft Windows.

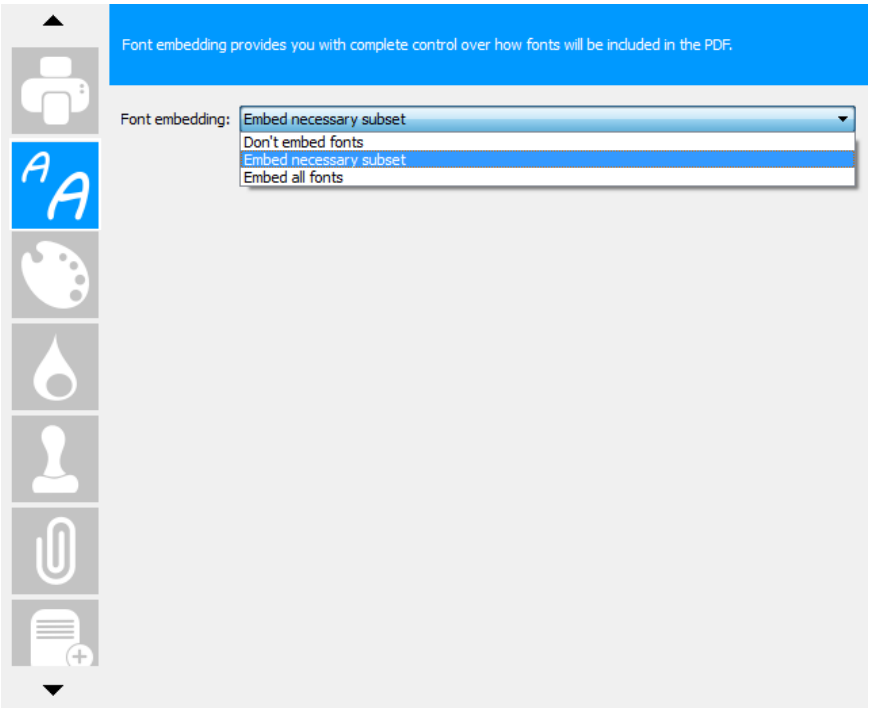


- **Paper Size:** Choose the paper size you want. All supported paper sizes will be listed in the drop down menu. This is based on the paper sizes available to your operating system and custom paper sizes are supported.
- **Orientation:** Choose between portrait and landscape. Portrait is the default.
- **Print resolution:** Choose between 72, 96, 144, 300, 600, 1200 or 2400 DPI. The higher the resolution, the larger the file size.
- **Allow tasks modification in print preferences dialog**: When this checkmark is selected, users will be able to change printing preferences during the print process. If the checkmarks is unchecked, the user will NOT be able to modify the profile and all PDF output created with such a profile will be created with identical preferences.

Note: Maximum (129×129 inches) and minimum (0.04×0.04 inches) custom paper size is supported.

Font Embedding

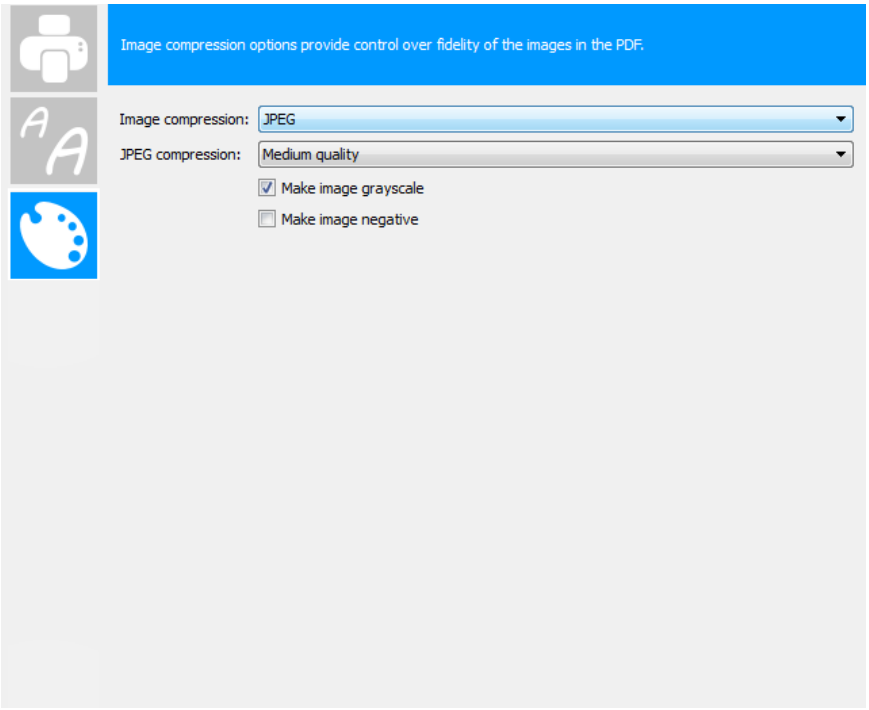
Font embedding provides you with complete control over how fonts will be included in the output PDF document.


Font embedding provides you with complete control over how fonts will be included in the PDF.
Font embedding:
Embed necessary subset
Don't embed fonts
Embed necessary subset
Embed all fonts

- **Font embedding:** Embedding fonts will result in a larger but more portable PDF file. There are three possible options:
    - **Don't embed fonts:** Places a description of the font into the PDF but does not embed the actual font. These files are the smallest and will display well on any machine that has the specified fonts installed. Do not use this option with double-byte fonts (e.g. Asian fonts).
    - **Embed all fonts:** Will embed all fonts within the PDF, thus increasing the file size. When the fonts are embedded, the PDF output will display correctly in any reader, even if the machine does not have the specified fonts installed.
    - **Embed necessary subset:** Has the same effect as Embed all fonts, except it only embeds the relevant parts of each font into the PDF output. This normally results in a significant reduction in file size when compared to embedding all fonts.

Image Compression

Image compression provides control over image fidelity in the output PDF document. You can choose the image format, quality and if you want the image to be grayscale or negative.



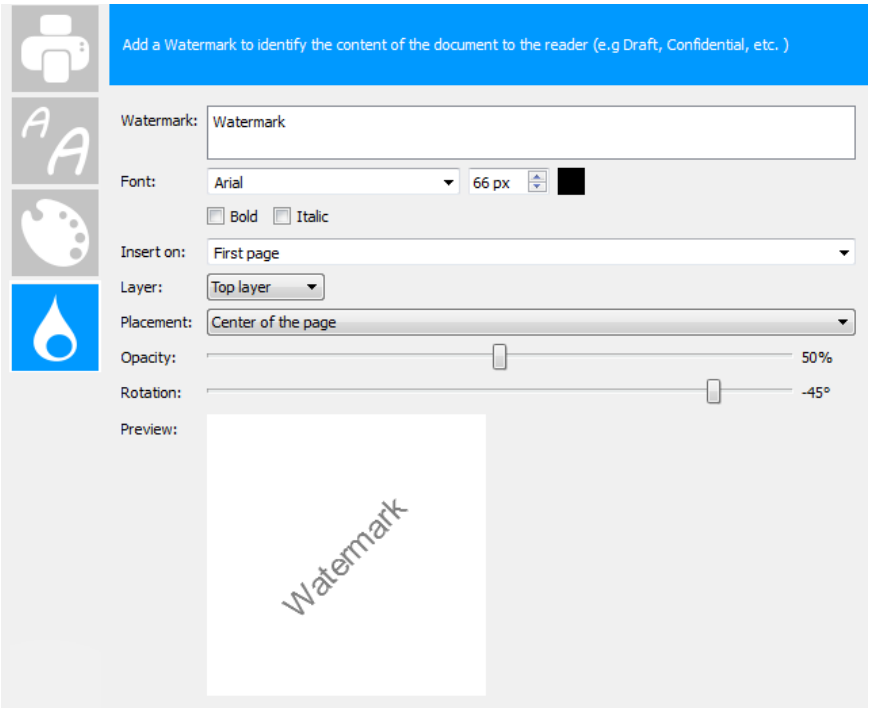
- **Image compression:** Compressing images will result in much smaller PDF files. There are few different types of compression you can use.
    - **ZIP:** This method is good to use on images with large areas of single colors or repeating patterns. The ZIP method is *lossless*, which means it will not affect image quality.
    - **JPEG:** This method is suitable for moderate sized grayscale and color images. JPEG is *lossy*, which means that it removes image data and may reduce image quality, but it attempts to do so with minimal loss. You can use the **JPEG compression** bellow to adjust the amount of compression used.
        - **Low quality** means more compression (smaller file size).
        - **Medium quality** means good balance between quality and file size. We recommend using this option unless you specifically require the smallest file size possible or preserve quality.
        - **High quality** means less compression (larger file size).
    - **CCITT3:** This Lossless compression method is suitable for black and white images. Group 3 encoding was designed specifically for bi-level, black-and-white image data telecommunications.
    - **CCITT3 (2D):** A more advanced CCITT3 algorithm that achieves a better compression ratio.
    - **CCITT4:** This is a more efficient form of bi-level compression that has almost entirely replaced the use of Group 3 in many conventional document image storage systems.

- **Make image grayscale**. Enable this option to convert all images in created document to grayscale. This option may dramatically decrease file size if you know that your images are visually grayscale but can be kept stored as color in your original document.
- **Make image negative.** Sometimes your scanner or other input device can produce images that are negative. By enabling this option you can control conversion back into normal mode.

Note: If you are not sure which CCITT compression to use for black and white images, use CCITT4.

Watermark

The watermark task allows you to add a watermark to all or selected pages of your document. It will identify the content of the document to the reader (e.g. Draft, Confidential, etc.). It can be added multiple times with different characteristics. You can choose the text you want to apply, select a font, text orientation, visibility, and specify where the watermark will appear in the document.



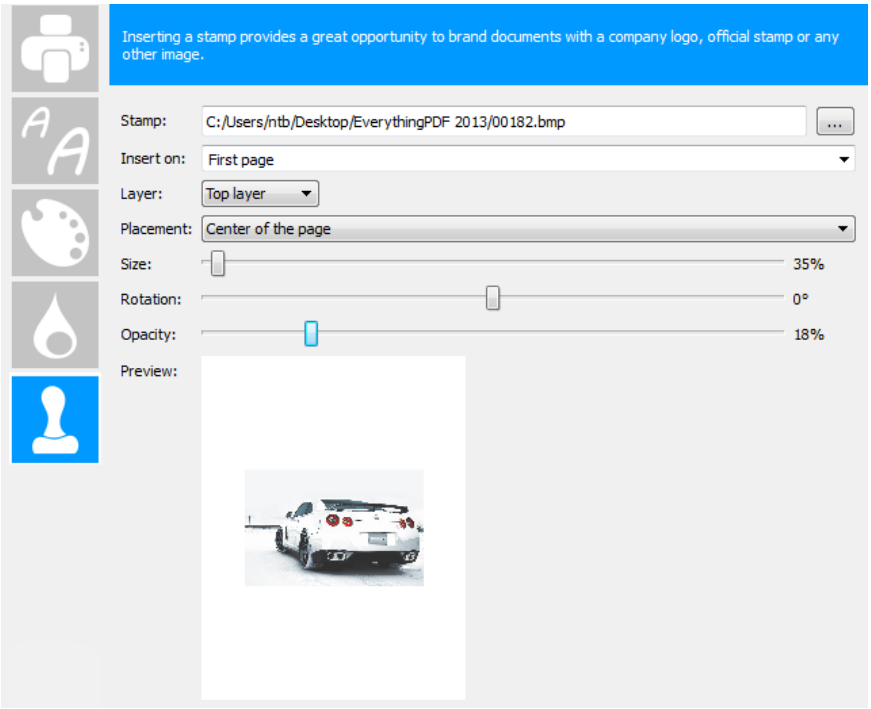
- **Watermark:** Type the text you want for the watermark. You can use multiple lines. You can use following environment dynamic variables:
  %DATETIME% = 2013-04-19_16-27
  %DATE% = 2013-04-19
  %TIME% = 16-27
  %YEAR% = 2013
  %MONTH% = 04
  %DAY% = 19
  %HOUR% = 16

%MINUTE% = 27
%SECOND% = 29
%PAGENUM% = current page number
%TOTALPAGES% = number of total pages

- Example: You can create a watermark with page numbers as 1/5, 2/5 etc. by using 2 variables: %PAGENUM%/%TOTALPAGES%.
- **Font:** Open the list of available fonts and select the font you want to use for the watermark. You can specify font size and color by choosing appropriate values.
- **Bold, Italic.** Select the font style you want to use for the watermark text.
- **Insert on:** Specify where the watermark will appear on the document. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter a list of pages separated by a comma (e.g. 1,4,8-16).
- **Layer:** Specify whether the watermark will appear above or below the document content. Please note that some applications will fill the entire background with white before printing. You must use the top layer when printing from these applications or the watermark will be hidden.
- **Placement:** Select **a watermark** placement on a page. By using predefined values you can be sure that the Watermark will be in the exact corner or center of the page no matter what page size will be used. If you require more precise placement, you can use the **Manually place** option and then adjust the position using a mouse in the preview pane.
- **Opacity:** The watermark can be transparent to allow other content to be visible through it. The greater the percentage of the opacity means the more transparent the text.
- **Rotation:** Drag the slider to specify how the rotated text will appear on the page.

Stamp

Inserting a stamp provides a great way to brand documents with a company logo, official stamp or any other image. This task can be added multiple times. You can choose an image from your computer, set its layer, placement, size, rotation, opacity and a place you want to insert it on.

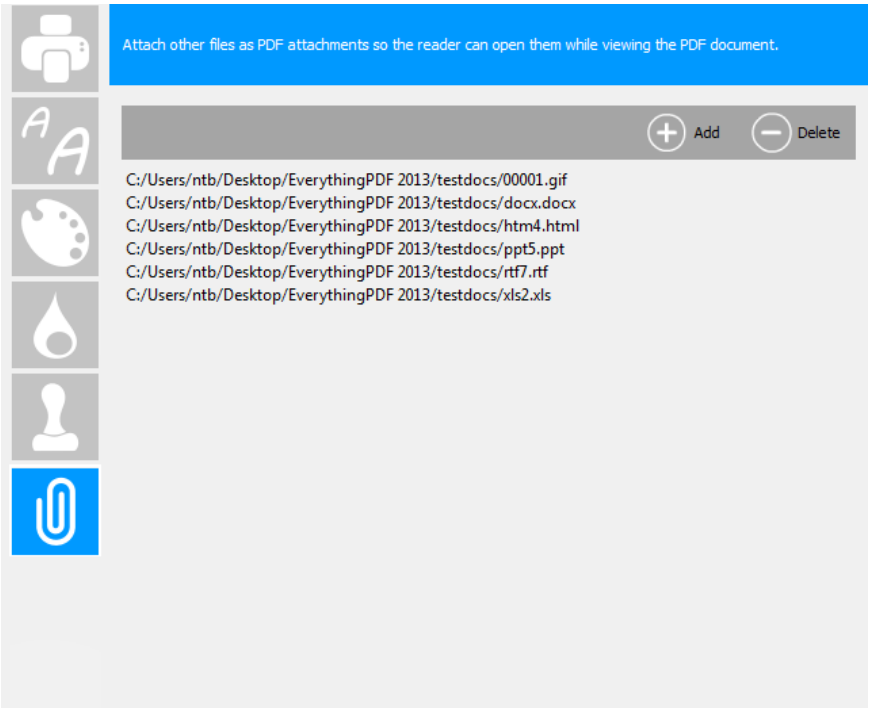


- **Stamp:** Click the "**...**" button to browse your computer and select the image file you would like to use as a stamp (e.g. official stamp, company logo).
- **Insert on:** Specify where the stamp will appear on the document. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages For example 1,3-5 would mean that the stamp will be applied on the first page and then on pages 3,4 and 5.
- **Layer:** Specify whether the stamp will appear above or below the document content. Please note that some applications will fill the entire background with white before printing. You must use the top layer when printing from these applications or the stamp will be hidden.
- **Placement:** Select a **stamp** placement on a page. By using predefined values you can be sure that the Watermark will be in the exact corner or center of the page no matter what page size will be used. If you require more precise placement, you can use **Manually place the stamp** option and then adjust the position using a mouse in the preview pane.
- **Size:** Drag the slider to set the size of the stamp on the page. Resizing will maintain the aspect ratio of the image.
- **Opacity:** The watermark can be transparent to allow other content to be visible through it. The greater the percentage of the opacity the more transparent the stamp image.
- **Rotation:** Drag the slider to specify how the stamp image will appear on the page.
- **Preview:** The size of the preview pane reflects the size of the actual page.

Note: Stamp file has to be in one of the following formats: bmp, gif, jpeg, jpg, tiff, tif, png, mng, pbm, pgm, ppm, xbm, xpm, svg, or tga.

Attachments

The attachments task provides you with the opportunity to attach other files as PDF page-level attachments so the reader can open them while viewing the PDF document.

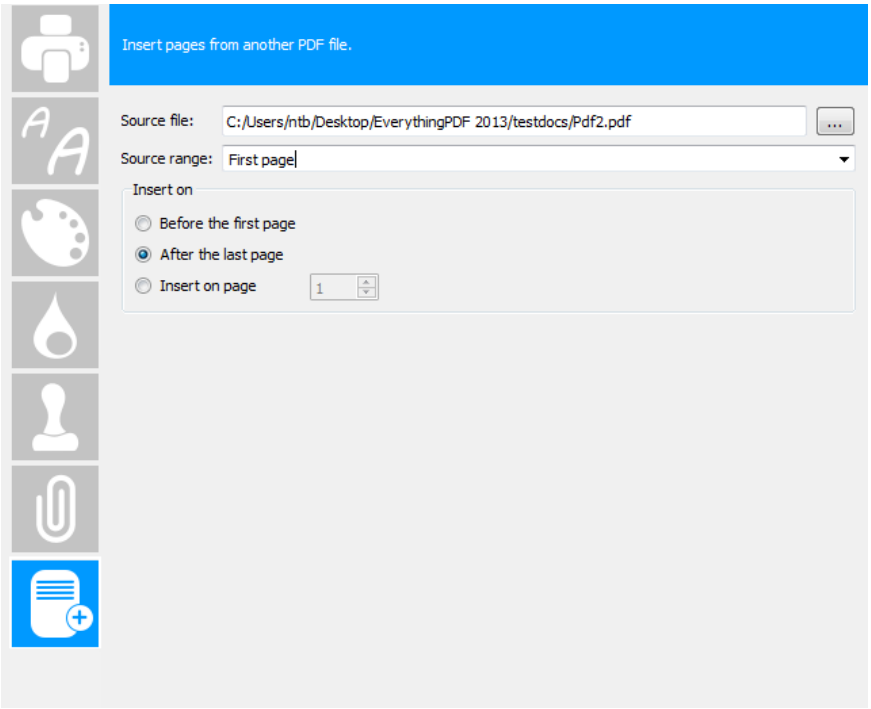


Use the following options to prepare attachments:

- **Add:** Click the **Add** icon or use right click and select **Add** from menu to select files from your computer you want to attach to PDF document. You can select multiple files in one step.
- **Delete:** To remove files from a prepared list click the **Delete** icon, or use right click and choose **Delete**. Multi selection is allowed. You can also use the **Select All** command to clean the whole list.

Insert Pages

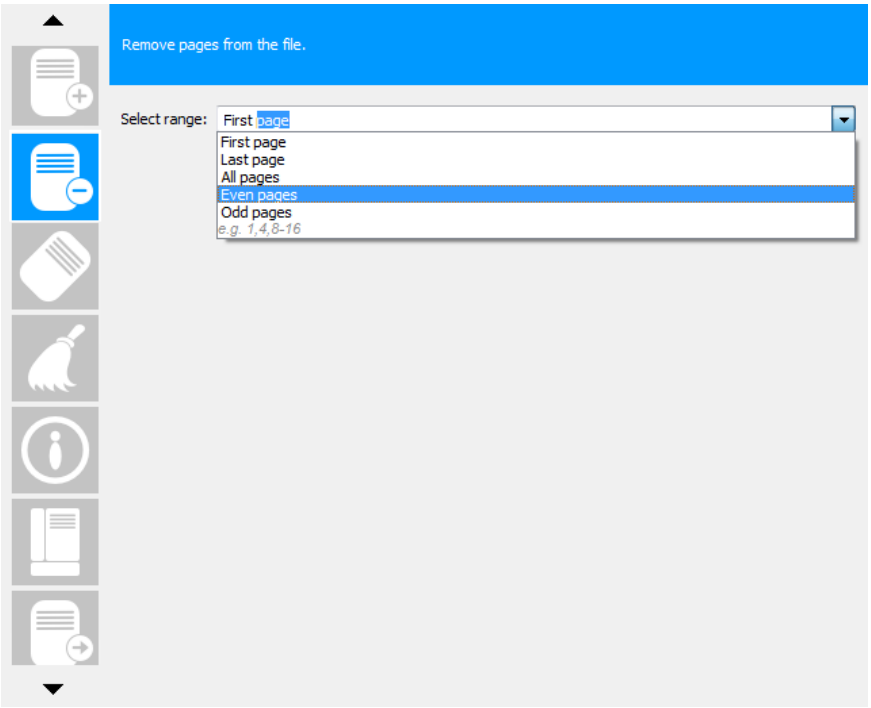
Choose any page(s) from a PDF document and insert them into newly created PDF. You can use this feature to insert standard cover sheet or signature pages to every PDF document you create.



- **Source file:** Click the "**...**" button to browse your computer and select existing PDF file you want to insert into newly created PDF.
- **Source range:** Select pages from source file you want to insert. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages. For example 1,3-5 would mean that the first page and then pages 3,4 and 5 will be extracted from source file and inserted into new PDF file.
- **Insert on:** Define where in the new document you want the selected source pages insert to
    - **Before the first page**. Selected pages from the source document will be inserted before the first page.
    - **After the last page**. Selected pages from the source document will be inserted after the last page.
    - **Insert on page**. Specify the page number where you want to insert selected pages from source file.

Remove Pages

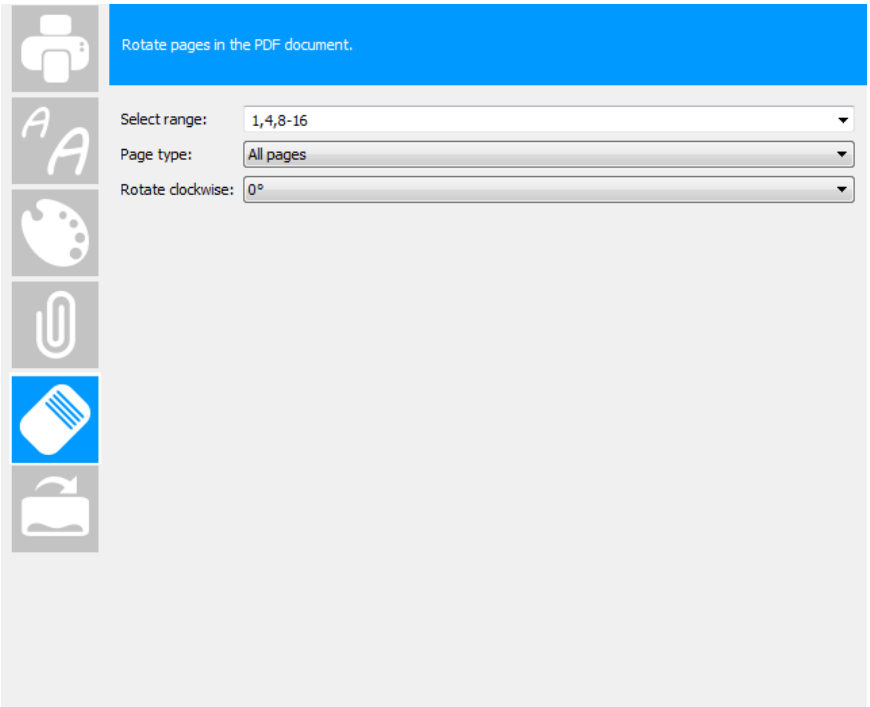
Remove Pages task allows automatic page removal from newly created PDF file.



- **Select range:** Specify pages from the PDF file you want to remove. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages. For example 1, 3-5 would mean that the first page and then pages 3, 4 and 5 will be removed from the new PDF file.

Rotate Pages

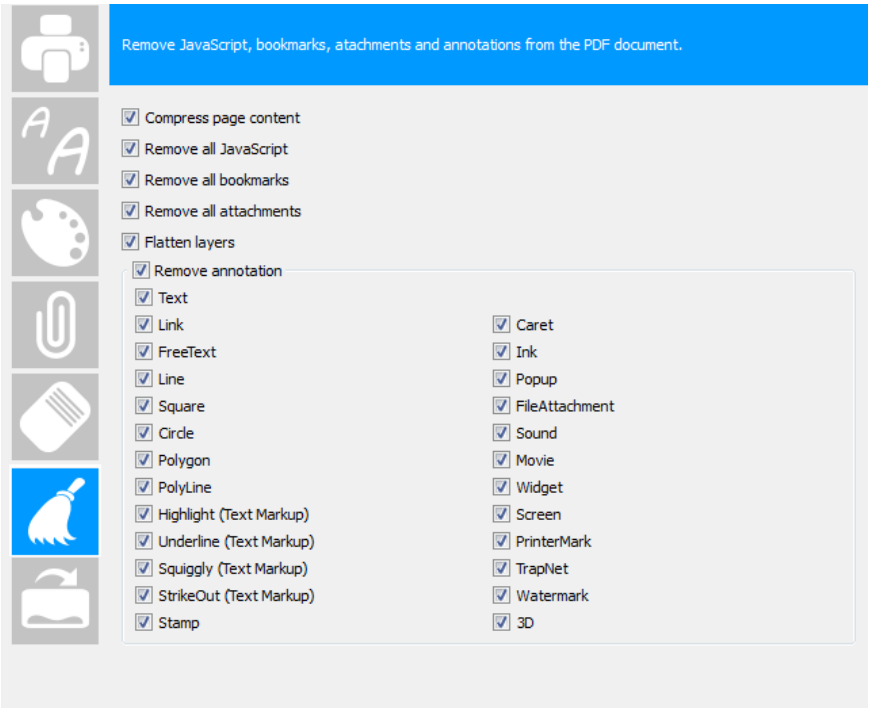
Easily rotate individual pages in the PDF document with this task. You can select the page range and page orientation (type) to pick only the pages you want to rotate.



- **Select range:** Select pages from the PDF file you want to rotate. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages. For example 1, 3-5 would mean that the first page and then pages 3,4 and 5 will be rotated.
- **Page type:** Select **All pages** if you want to apply rotation to every page. By selecting **Only portrait** or **Only landscape** you define only specific pages to be rotated.
- **Rotate clockwise:** Choose the angle the pages will be rotated.

Optimization

Advanced optimization options are available. The PDF file may contain a lot of interactive elements (annotations, links etc.). The Optimization task allows you to remove unwanted elements from PDF file and therefore decrease the file size.



By selecting following checkboxes you will define what elements of PDF document will be removed.

- **Compress page content**. A page description (page content) can be stored in plain or in compressed form. Files with compressed page content are smaller in size but might be a little slower to process.
- **Remove all JavaScript**. The PDF may contain interactive elements that require JavaScript. Don't remove JavaScript if you want such interactivity. JavaScript can also be a potential security threat.
- **Remove all bookmarks**. Bookmarks are used for easier navigation through a PDF file.
- **Remove all attachments.** Attachments will usually significantly increase the size of your PDF document and can also be a potential security threat.
- **Remove annotations**. Select all or only specific types of annotations you want to remove from a PDF document.

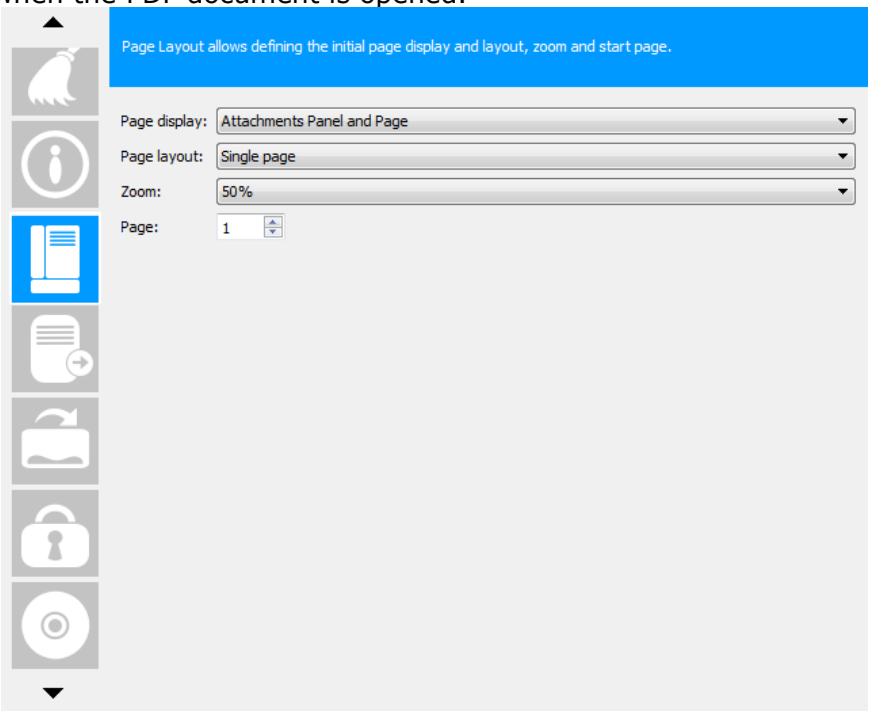
Document Information

PDF document information is metadata that can be used to effectively search and organize PDF documents. Search engines commonly use metadata to effectively index a document.

- **Title:** Enter the title of this document.
- **Author:** Enter the author's name.
- **Subject:** Enter the subject this document is about.
- **Keywords:** Enter the keywords for this document.

Page Layout

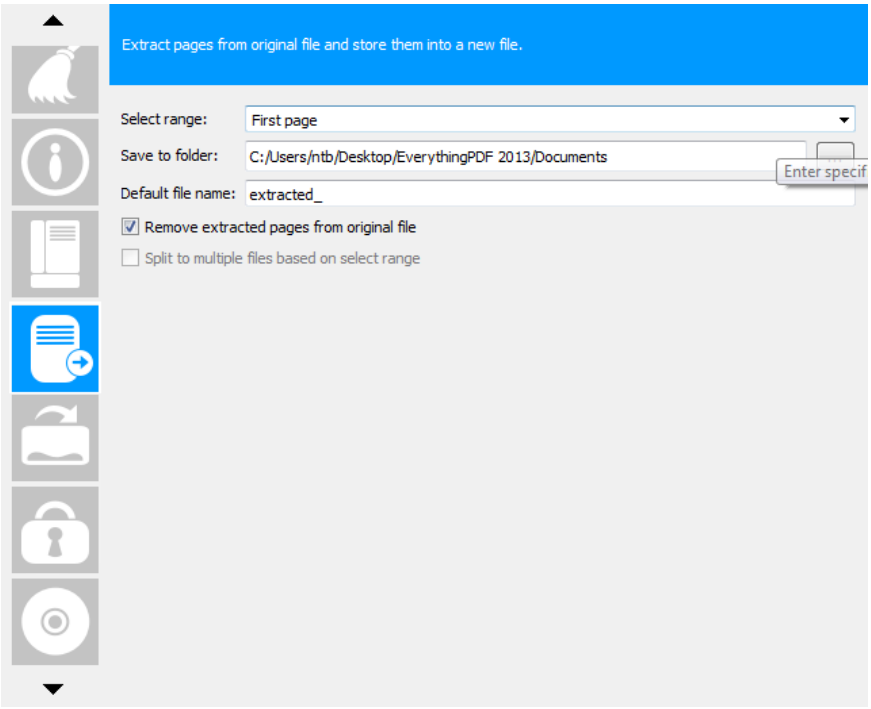
This task determines which panes and tabs are displayed in the Adobe Reader application when the PDF document is opened.



- **Page display:** There are six allowed modes that PDF can be opened in.
  - **Page Only:** No left bar visible, just page area.
  - **Bookmarks Panel and Page:** Page area visible with bookmark panel.
  - **Attachments Panel and Page:** Page area visible with attachment panel.
  - **Content Group Panel and Page:** Page area visible with Content Group panel.
  - **Thumbnails:** Page area visible with Thumbnail panel.
  - **Full Screen:** Pages will be displayed in full screen mode (Not all PDF Viewers support this mode).
- **Page layout:** You can select how the page area will be displayed when PDF is open. Select from following options:
  - **Single page**.
  - **One column**.
  - **Two columns, odd numbered pages on left**.
  - **Two columns, odd numbered pages on right**.
- **Zoom:** Define initial zoom used for displaying the page when opening the document (select from predefined options).
- **Page:** You can define the page number that should be showed as first when opening document.

Extract Pages

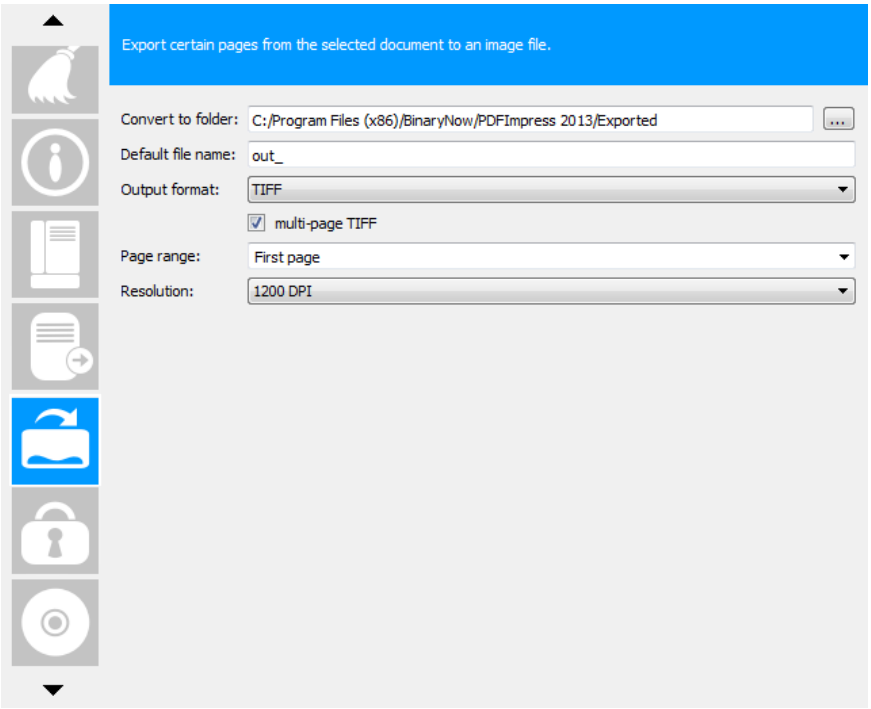
Easily extract page(s) from the newly created PDF document and store them into a separate PDF file using this task. It can also be used to split a new PDF document into more files and instruct PDF Impress to create multiple PDF files based on your needs with one print process.


Extract pages from original file and store them into a new file.
Select range:
First page
Save to folder:
C:/Users/ntb/Desktop/EverythingPDF 2013/Documents
Enter specif
Default file name:
extracted_
Remove extracted pages from original file
Split to multiple files based on select range

- **Select range:** Specify pages from a PDF file you want to extract. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages. For example 1, 3-5 would mean that the first page and then pages 3, 4 and 5 will be extracted from new PDF file.
- **Save to folder:** Click the "**...**" button to browse your computer and select the folder where the extracted files will be saved. You can also use environment path variables
- **Default file name:** Define a prefix for a filename. Task will create files with a name based on this prefix.
- **Remove extracted pages from original file**. Once a page is extracted, it can be removed from the original file by selecting this checkbox.
- **Split to multiple files based on select range**. When more than one page will be extracted, you can use this checkbox to specify if you want to create individual files for every page or have the page selections saved in one single file. If the split option is used then the file name of each individual file will be constructed from the **default file name** followed by a page number.

Convert To

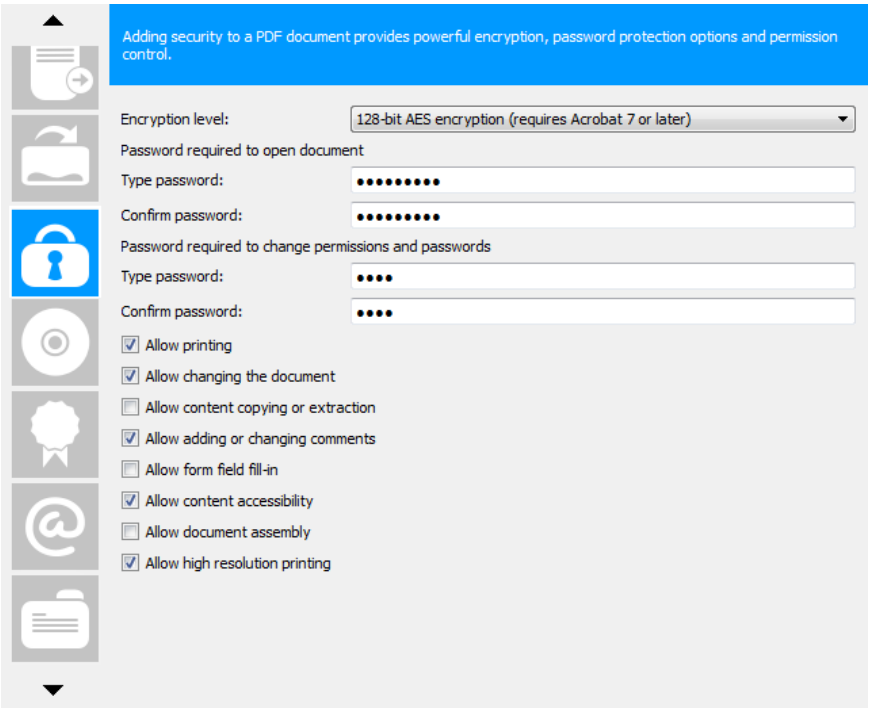
The Convert To task allows exporting selected pages into an image file. Choose a default file name, the format of your image, which pages you want to export and a resolution.



- **Convert to folder:** Click the "**...**" button to browse your computer and select the folder where the image files will be saved.
- **Default file name:** Define a prefix for the filename. This task will create files with a name based on this prefix.
- **Output format:** Select a preferred output format. Every selected page will be converted into a single image file.
- **Multi-page TIFF**. If the output format is *TIFF*, you can create a single output file which will include multiple exported pages.
- **Page range:** Specify the pages from PDF document you want to convert. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages. For example 1,3-5 would mean that the first page and then pages 3,4 and 5 will be extracted from new PDF document.
- **Resolution:** Choose between 72, 96, 144, 300, 600, 1200 or 2400 DPI. The higher the resolution, the larger the file size.

Security

This will allow you to limit access to content in PDF document(s) created by PDF Impress. Adding security to a PDF document provides powerful RC4 or AES encryption, password protection options and permissions control.


Adding security to a PDF document provides powerful encryption, password protection options and permission control.
Encryption level:
128-bit AES encryption (requires Acrobat 7 or later)
Password required to open document
Type password:
Confirm password:
Password required to change permissions and passwords
Type password:
Confirm password:
Allow printing
Allow changing the document
Allow content copying or extraction
Allow adding or changing comments
Allow form field fill-in
Allow content accessibility
Allow document assembly
Allow high resolution printing

- **Encryption level:** Select an algorithm you want to use. By this you also choose the compatibility with specific versions of Adobe Acrobat.
    - 40-bit Encryption – compatible with Acrobat 3.x and above. It provides the lowest level of security.
    - 128-bit RC4 encryption – compatible with Acrobat 5.0 and later. It provides a fair level of security.
    - 128-bit AES encryption – compatible with Acrobat 7.0 and later. It provides an AES encryption algorithm (It's more secure than older RC4).
    - 256-bit AES encryption – compatible with Acrobat 9.0 and later. It offers the highest level of security known in PDF.
- **Password required to open document:** Anyone that wants to open (read) the document must know this password.
- **Password required to change permissions and passwords:** Anyone who wants to change the document passwords or document permissions must know this password.

Document permissions:

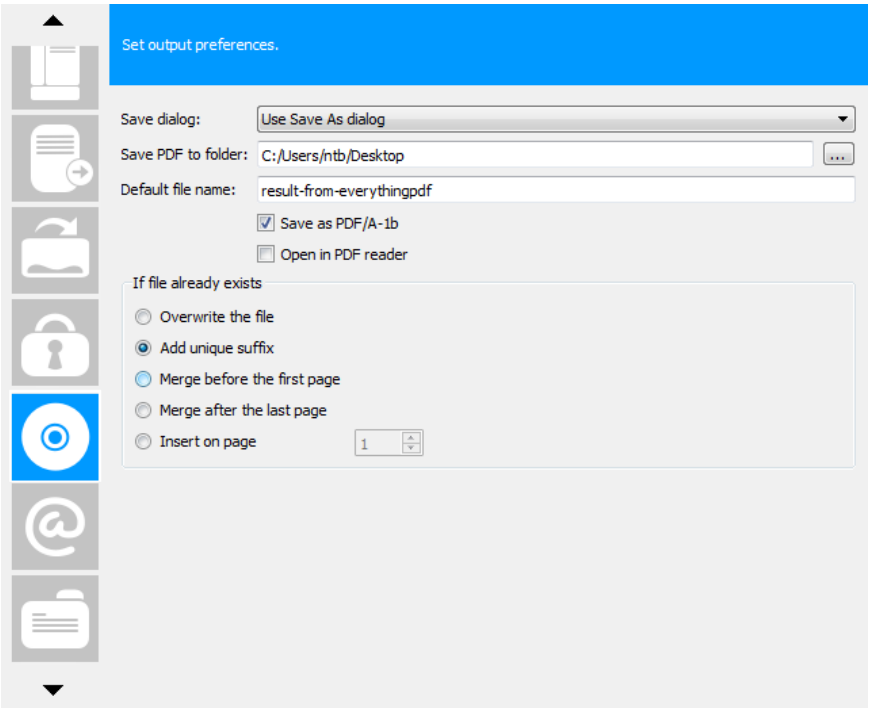
- **Allow printing**. Enable this permission to allow the document to be printed.
- **Allow changing the document**. Enable this permission to allow users to make changes.
- **Allow content copying or extraction**. Enable this permission to allow users to copy text, graphics and enable the accessibility interface.

- **Allow adding or changing comments**. Enable this permission to allow users to change comments.
- **Allow form field fill-in**. (not allowed with 40bit encryption) Enable this permission to allow user to fill in form fields.
  Allow content accessibility. (not allowed with 40bit encryption) Enable this permission to allow user to enable the accessibility interface.

- **Allow document assembly**. (not allowed with 40bit encryption) Enable this permission to allow user to extract, insert pages.
- **Allow high resolution printing**. (not allowed with 40bit encryption) Enable this permission to allow the document to be printed in high resolution.

Save PDF

This task will allow you to define what will happen with a created PDF document. This Profile can open Save As dialog and let a user to choose a folder and document name. Alternatively it can designate a default output folder and/or document name and do not show Save As dialog. It also allows setting up merge option for the cases when a file with the same name already exists.



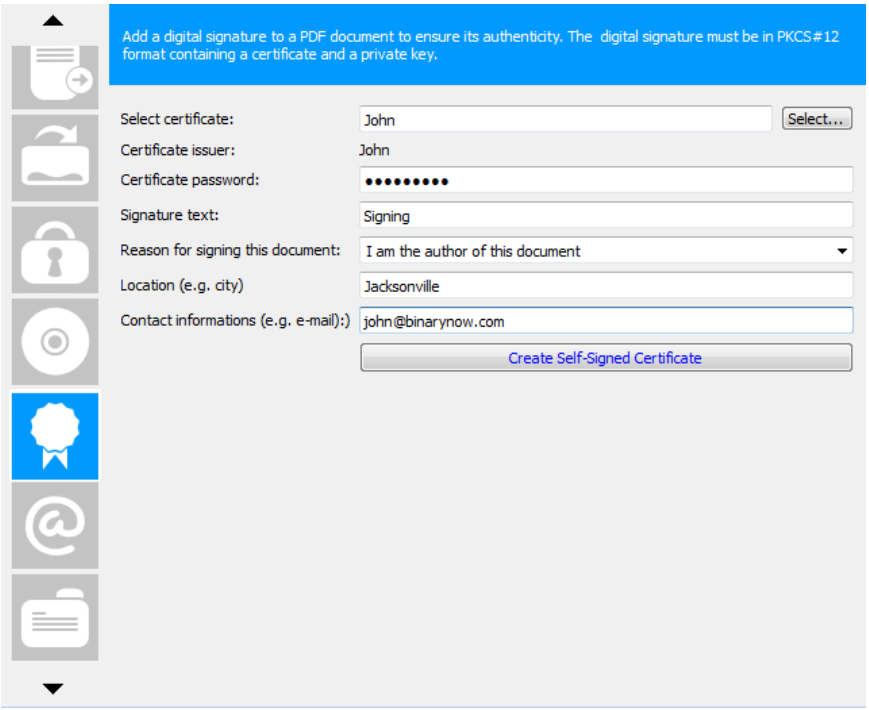
- **Save dialog:** This allows you to disable or enable the Save As dialog window from appearing whenever you print a document to the PDF Impress printer. It also eliminates the need for user intervention once the print job has been sent.
- **Use Save As dialog:** Use default Windows Save As dialog to allow choosing an output path and file name. All other interface features are not accessible through the Save As dialog, but are defined by the task itself (e.g. merge

options). If multiple files are converted during the same process, it will open the Save As dialog for each PDF document created.
    - **Use extended Save As dialog:** Use extended Save As dialog to choose an output path and file name. In extended Save As dialog mode you can temporarily change profile tasks (e.g. Insert Pages). Changes made in extended Save As dialog will not be permanently saved in used profile. If a PDF document already exists, the on demand merge dialog will show up to allow a document merge or overwrite. If multiple files are converted during the same process, it will open extended Save As dialog for each created PDF document.
- **Use folder:** No dialog will appear during conversion and documents will be saved in a pre-defined folder. This is a recommended option for a batch conversion. You can use environment path variables.
- **Save PDF to folder:** Select the folder where you want to save PDF documents. If left blank, PDF Impress will use the original folder when possible. If Save As dialog is on, the folder will be used as a pre-defined value in the dialog.
- **Default file name:** Create a default file name if you desire unified document naming. If left blank, PDF Impress will use the original file name when possible. If the Save As dialog is on, the default file name will be used as a pre-defined value in the dialog.
- **Save as PDF/A-1b:** Check this option to make sure that the result will be compliant with PDF/A-1b ISO standard for long-term preservation (archival) of electronic documents.
- **Open in PDF reader:** Check this option to automatically launch the PDF Reader upon completion of the conversion. This allows you to view the converted document right away without having to manually open PDF reader (Adobe® Reader® or other PDF reader must be installed). This option is not recommended for batch conversion since it will automatically open a PDF reader with each created PDF document.

- **If file already exists.** Define the content merge of multiple documents into a single PDF file.
    - **Overwrite the file**. Will replace the original document with the new PDF document without any warning.
    - **Add unique suffix**. A new document will be created with the same name, but suffix "_1" or higher number will be used.
- **Merge before the first page**. Will merge the new document before the first page in the original document.
- **Merge after the last page**. Will merge the new document after the last page in the original document.
- **Insert on page:** Will insert the new document on the selected page in the original document (e.g. after cover sheet).

Digital Signature

Adding a Digital Signature will ensure the recipient that the PDF document came from you and that you will vouch for the content. The Digital ID will also provide tamper-resistance so the recipient can detect unauthorized changes.

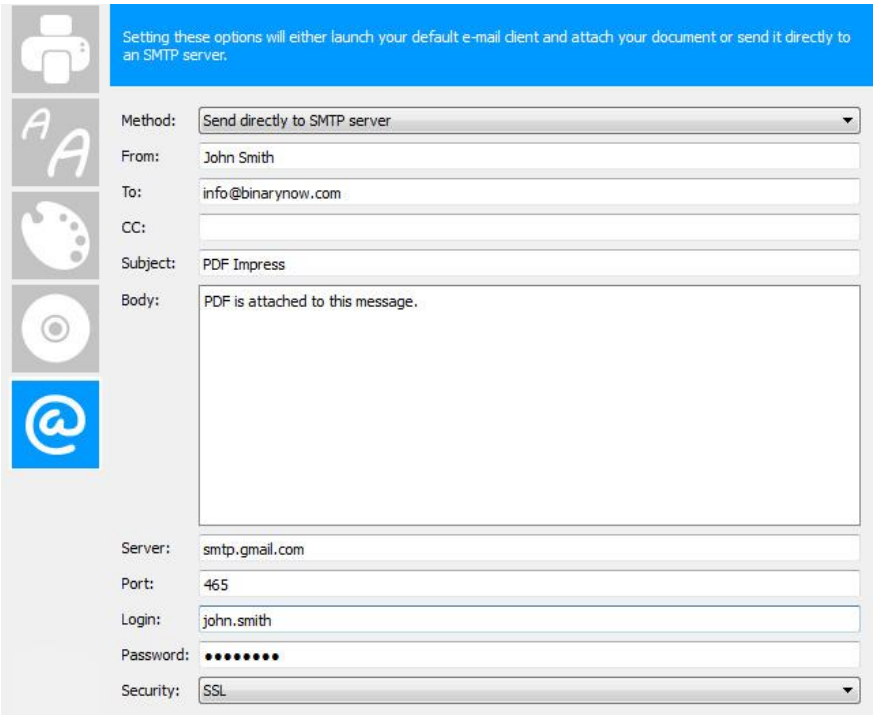


- **Select Certificate:** Click **Select...** and choose the certificate from the Windows Certificate store you would like to sign the output PDF document with.
- **Certificate password:** If the certificate is password protected, provide password here.
- **Signature text:** Enter text that will appear in the signature field.
- **Reason for signing this document:** You can specify a reason for signing the document by selecting a pre-defined reason from the list or type your own reason in this field.
- **Location:** Allows you to enter the location where the signing occurred.
- **Contact information**: Allows you to enter your e-mail address.

Create Self-Signed Certificate. You can generate the self-signed key (digital id) and import it into the Windows Certificate store for a use with PDF Impress.

E-mail

Setting up this task will either launch the Microsoft Outlook email client and attach your PDF document to a new message or send it directly using the default email client or SMTP settings. You can choose which option you want by selecting it from the drop down menu.



- **Method:** PDF Impress supports three methods of sending via e-mail.
  - **Launch Microsoft Outlook e-mail client:** Launches the Microsoft Outlook e-mail client and attaches the PDF document to a new message. The user must complete the sending process.
  - **Send silent using Outlook e-mail client:** Uses IMAP to control a default e-mail client to silently send the e-mail with the PDF attachment to the SMTP server defined by e-mail client.
  - **Send directly to SMTP server:** Uses the built-in SMTP client to send the e-mail with the PDF attachment to the designated SMTP server. No default e-mail client is needed. This method is 100% automated
- **From:** This is the address that the e-mail will come from.
- **To:** This is the address that the e-mail will be sent to.
- **CC:** This is the address where a copy of the e-mail will be sent to.
- **Subject:** This is the subject of the e-mail.
- **Body:** This is the text that will be used for the body of the e-mail.
- **Server:** Enter the address of your SMTP server. (e.g smtp.gmail.com, smtp.live.com, smt.aol.com etc.).
-

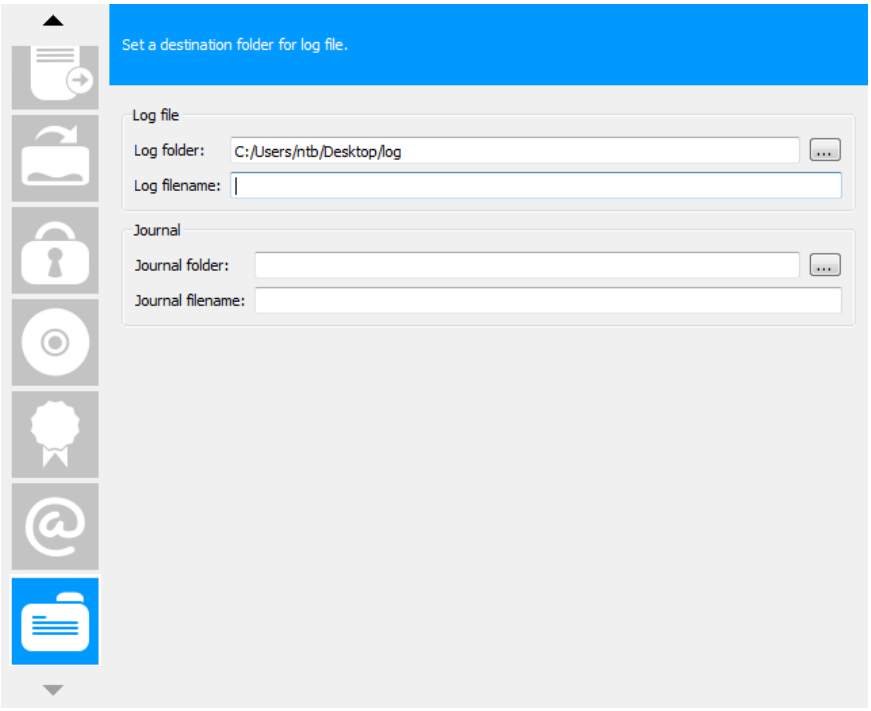
Port: Enter the port of your SMTP server.

-
- **Login:** If your SMTP server requires authentication enter the user name.
- **Password:** If your SMTP server requires authentication enter the password.

- **Security:** SSL or TLS – depends on your server (e.g. smtp.gmail.com uses SSL on port 465 and TLS on port 587).
  Examples of servers, ports and their security: smtp.gmail.com 587 TLS smtp.gmail.com 465 SSL smtp.live.com 25 TLS smtp.aol.com 587 TLS plus.smtp.mail.yahoo.com 465 SSL

Log

This task will activate the logging, or recording of actions, for basic troubleshooting and archiving. PDF Impress Watcher can provide additional journal logging for conversion tracking.



- **Log file:** Create user friendly HTML format file that records all the actions.
  - **Log folder:** Click the "**...**" button to browse your computer and select the folder where the log file will be saved. You can use environment variables.
  - **Log filename:** Define a prefix for a log file. To avoid creating big files, log files are created with a date in a name. It means that one log file will be created per day.

- **Journal:** Creates a plain text file that's suitable for automated processing.
  - **Journal folder:** Click the "**...**" button to browse your computer and select the folder where the journal file will be saved. You can use environment variables.
  - **Journal filename:** Define the prefix for a journal file. To avoid creating big files, journal files are created with a date and a name. This means that one journal file will be created per day.

Note: The detailed debug log for use by BinaryNow technical department troubleshooting can be activated in "Settings".

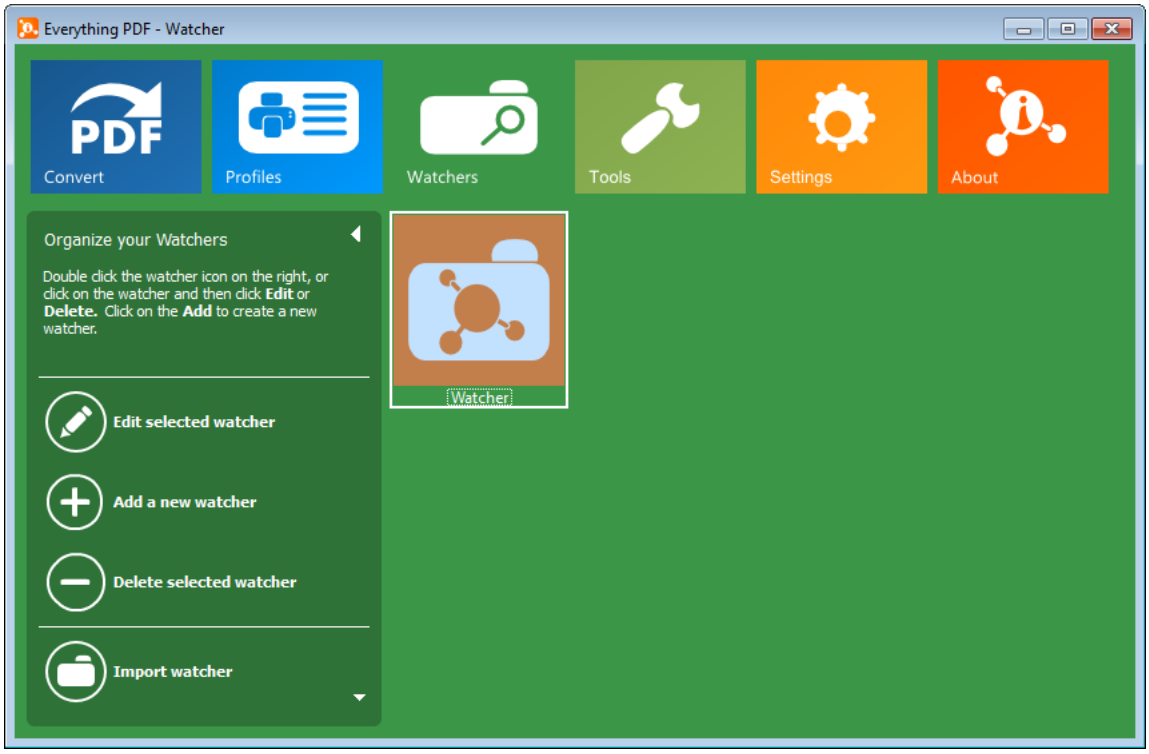
Watchers

The Watcher is a tool that provides automatic conversion of multiple files in the same folder into PDF documents. Watchers will allow you to configure the PDF Impress printer to meet your specific needs using Tasks (in the same way as Profiles). This part of the manual will cover configuration options for the Tasks available only in Watcher. Instructions for general task configuration are available in the Task section of this manual. Automate PDF conversion with multiple watchers watching multiple folders, preparing a simple workflow (chain of watchers) where one watcher would create files into a folder that would be watched by another watcher. Set source, destination and archive folders and folders for journal and conversion log. Run watchers continuously, periodically at certain times or on demand. PDF Impress includes one built-in Watcher with following folder structure:

Source Folder: %USERPROFILE%\Documents\PDFImpressWatcher
Save PDF to folder: %USERPROFILE%\Documents\PDFImpressWatcher\Output
Log and Journal folder: %USERPROFILE%\Documents\PDFImpressWatcher\Log
Move source to folder: %USERPROFILE%\Documents\PDFImpressWatcher\Error

Any file copied into **Source Folder** will be automatically converted into a PDF document and saved to the **Save PDF folder**. Upon successful conversion, the original file will be deleted. If conversion fails the original file will be moved into the **Move source to folder.** If you like to keep the original files, you can archive them. A daily conversion log and journal is saved into the **Log and Journal folder.**

More Watchers can be created on demand. When you want to create a new watcher or organize current watchers, click on the **Watchers** icon in the PDF Impress menu.



Edit, Add and Delete Watchers

How to edit a selected watcher:

1. Click on the **Edit selected watcher** icon on the left side bar
2. A selected Watcher will open. Now you can change the name of the watcher, its icon and background color. You can also add, edit and delete tasks associated with that watcher here.
3. Once you are done, click on the **Back to the main menu** icon. The changes you made will be automatically saved.

How to add a watcher:

1. Click on the **Add a new watcher** icon.
2. Type the name of your new watcher. This name will show up under the watcher icon.
3. Choose a background color and icon from the provided library or use your own file.
4. You can add and delete tasks by clicking on the icons on the left. Once a task is added to the watcher you can configure it in the right window. **Watermark**, **Stamp** and **E-mail** task can be added multiple times. One of the following tasks is required: **Save PDF**, **Convert to** or **E-mail**.
   Save a watcher by clicking the back button to go to the main menu.

How to delete a watcher:

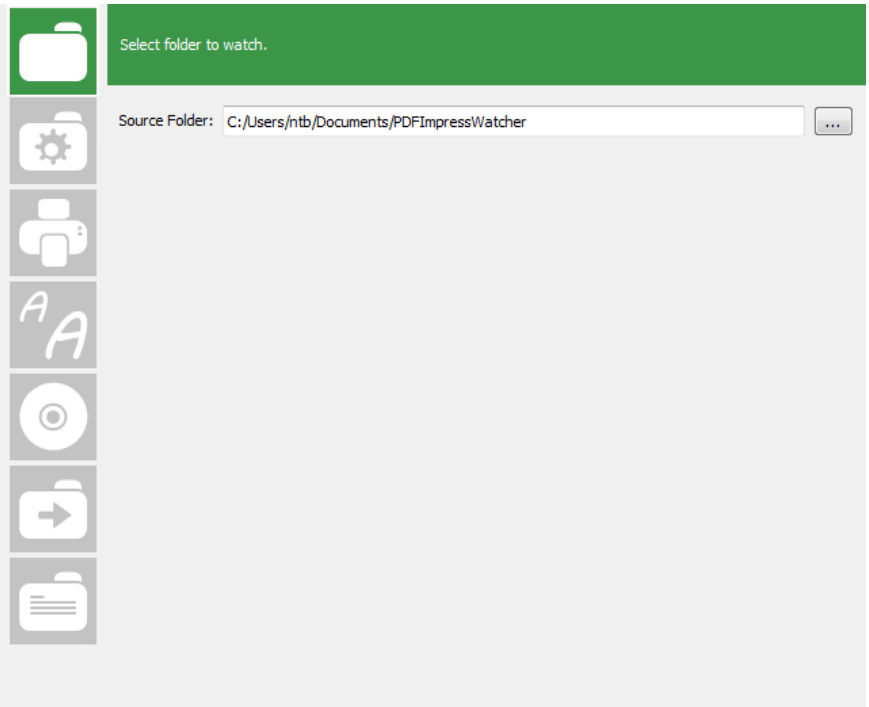
1. Click on the watcher you want to delete.
2. Click on the **Delete selected watcher** icon. A dialog box will appear, asking if you really want to delete the selected watcher.
3. Select **Yes**. Your watcher will be deleted.

Import, Export and Run Watchers

You can Import and Export watchers by using the **Import watcher** icon in the left side bar. Export and Import are used for exchanging watcher definitions across different PDF Impress instances or for backing it up. The **Run Watchers** option will execute the PDF Impress Watcher Systray application, which controls the Watchers conversion process.

Watch Folder

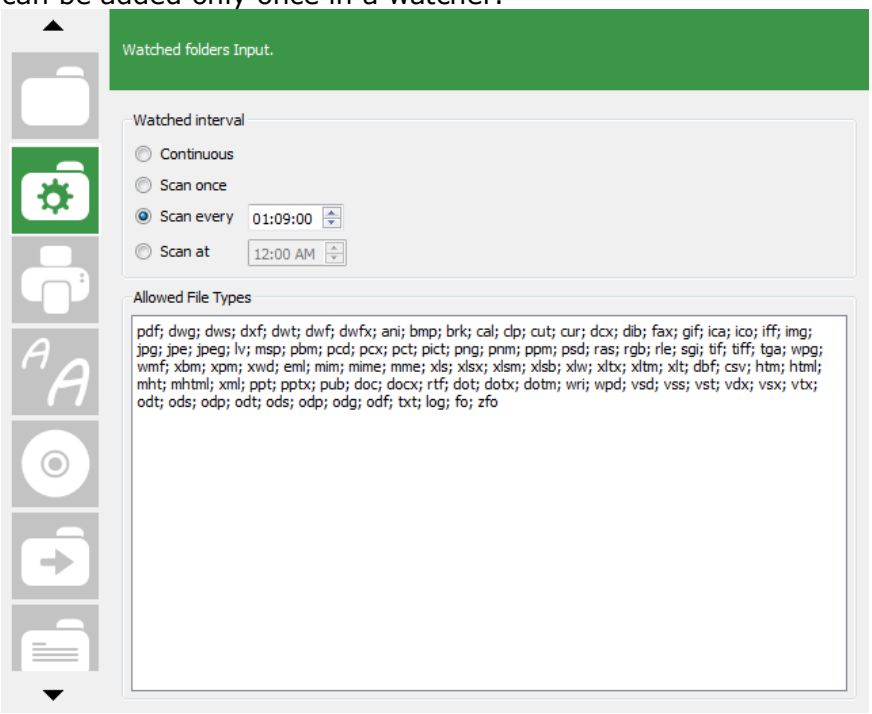
Every watcher requires a source folder. Once you copy a file into a source folder, the watcher will to start processing it's tasks.



Source Folder: Click the **"..."** button to choose the source folder. This task can be used only once. If you need to watch more folders, define more watchers. You can use environment variables.

Input Settings

You can choose interval for the watched folders as well as the allowed file types. This task can be added only once in a watcher.

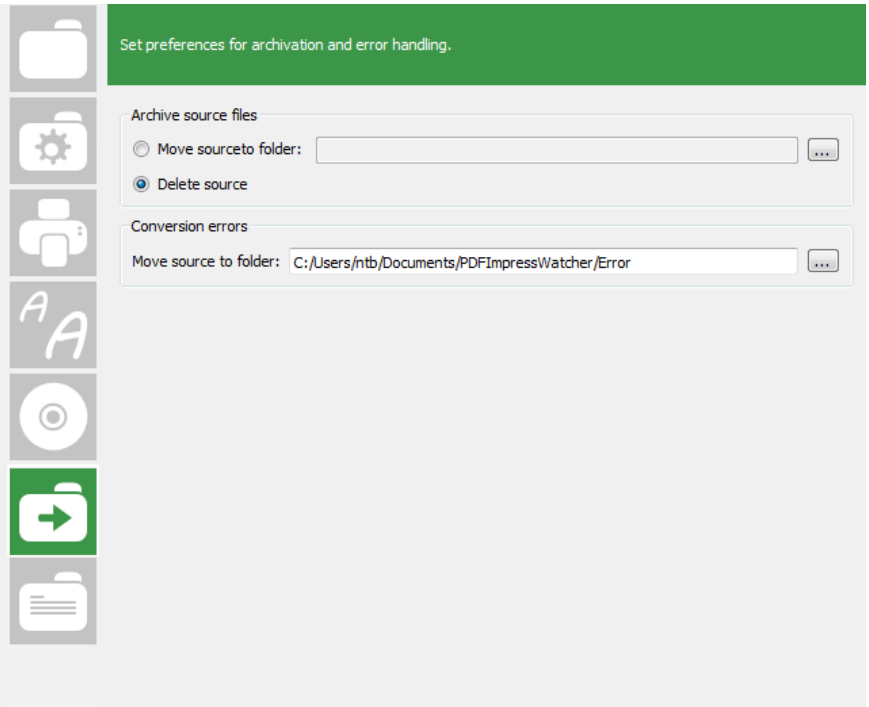

Watched folders Input.
Watched interval
Continuous
Scan once
Scan every
01:09:00
Scan at
12:00 AM
Allowed File Types
pdf; dwg; dws; dxf; dwt; dwf; dwfx; ani; bmp; brk; cal; clp; cut; cur; dcx; dib; fax; gif; ica; ico; iff; img; jpg; jpe; jpeg; lv; msp; pbm; pcd; pcx; pct; pict; png; pnm; ppm; psd; ras; rgb; rle; sgi; tif; tiff; tga; wpg; wmf; xbm; xpm; xwd; eml; mim; mime; mme; xls; xlsx; xlsm; xlsb; xlw; xltx; xltm; xlt; dbf; csv; htm; html; mht; mhtml; xml; ppt; pptx; pub; doc; docx; rtf; dot; dotx; dotm; wri; wpd; vsd; vss; vst; vdx; vsx; vtx; odt; ods; odp; odt; ods; odp; odg; odf; txt; log; fo; zfo

- **Watched interval**. You can define how often you want the application to check a folder and do conversions.
    - **Continuous**. This option will continuously scan the source folder in a separate thread. It may noticeably lower your computer performance.
    - **Scan once**. This option will only scan the source folder one time.
    - **Scan every**. This option will scan the source folder every hours:minutes:seconds.
    - **Scan at**. This option will scan the source folder at the specified time.
- **Allowed File Types**. Contains a list of file types that will be allowed to be converted by the watcher. Delimit extensions with a semicolon (;). File types not listed here will be ignored by the server.

Note: A Watcher integrates as shell printing through third party applications. Your operating system has to be able to print any of the file formats added into **Allowed File Types** in watcher. If you are not sure if the format is supported, simply right click the file and look for the print option.

Archiving and Error Handling

You can choose what to do with a source document once the conversion process successfully creates a PDF document or there is an error and a PDF document is not created. This task can be added only once in a watcher.



- **Archive source files**. Define what to do with a source file if no error occurred.
    - **Move source to folder:** Move the source document to this folder after conversion. Click the "**...**" button to choose the archive folder. You can use environment variables.
    - **Delete source**. Delete the source document after a successful conversion.
- **Conversion errors**. Copy the source documents that encounter an error during conversion to this folder. Click the "**...**" button to choose the folder for non-converted documents.

Systray application

When you run the Watcher from PDF Impress, it will delegate the responsibility to the PDF Impress Watcher Systray application. If this application is running you will always be able to access it through Windows Systray. It you close it, it will disappear from systray and will stop watching folders.

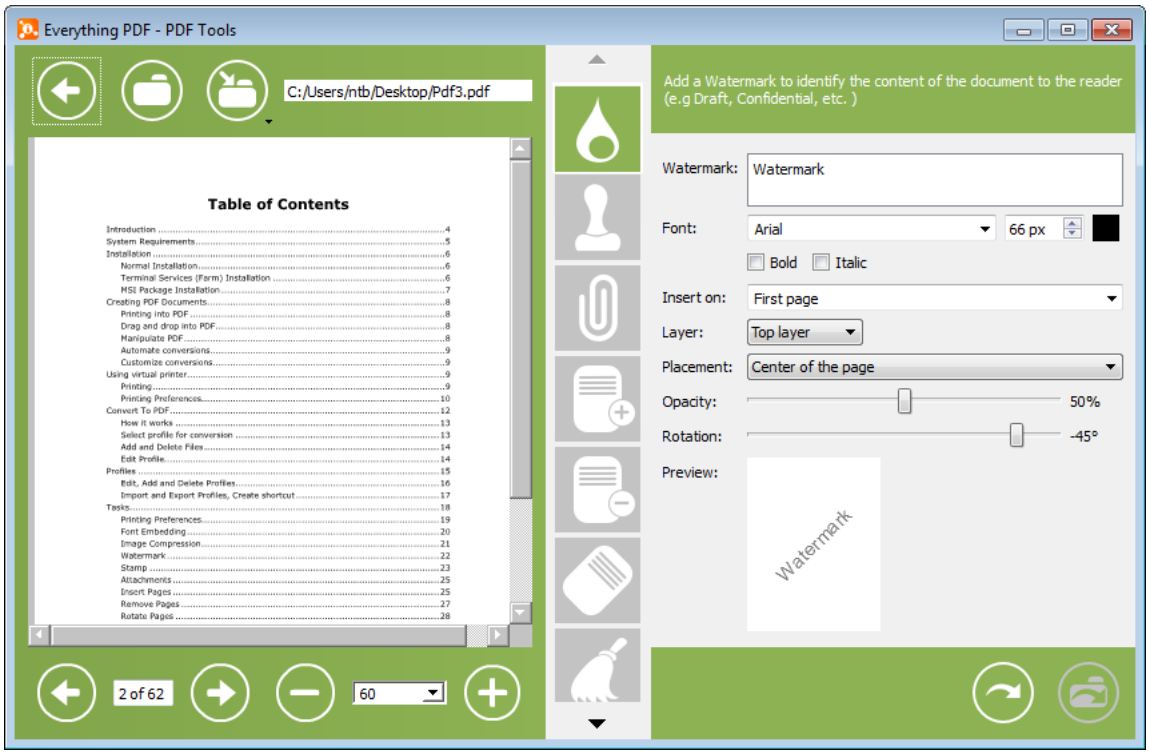
All active watchers are listed in the dialog box. If you misconfigured your watcher it will not show up (e.g. input folder does not exist).

You can pause and restart the watcher by clicking on the watcher icon.
The icons on the right of the progress bar allow direct access to the most recent log file or allow you to open the folder with all of the log files.

PDF Impress Watcher Systray application is controlled as a Startup Item in system configuration (msconfig). After restart, Watcher will start automatically if it was running when system was shut down.

Tools

The PDF Impress included PDF Tools provide an easy way to manipulate a PDF. This part of the manual will cover configuration options for the Tasks available only in PDF Tools.
You can open any PDF document, apply specific tasks, preview the change in the right preview pane and then Save changes.



When you want to manipulate a PDF document, click on the **Tools** icon in the PDF Impress menu. Open the PDF document by clicking on the **Load** icon on the top left bar. You can also open the PDF document from specific website. Write the URL of the PDF document to the address field and press Enter.

On the right side, you can choose a task, change its settings and then **Apply task** to the PDF document. A preview of the document will be shown in the left pane.
Use the **Zoom** buttons, **Next page**, **Previous page** buttons or hand tool to navigate the document. Once you are satisfied with a document changes select **Save document.**

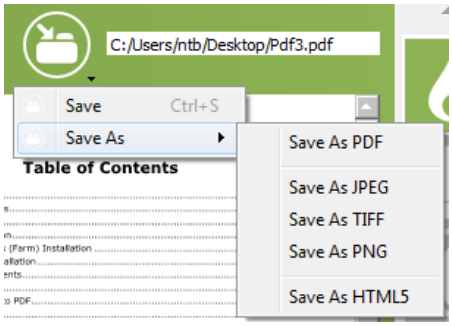
PDF Manipulation

PDF Tools can manipulate a single PDF document at a time. If you need to manipulate multiple PDF documents use Convert To PDF or Watcher. The following tasks are currently supported by PDF Tools: Stamp, Watermark, Attachment, Insert pages, Remove Pages, Rotate Pages, Optimize, Document Information, Page Layout, Extract Pages, Security and Digital Signature.

Open and Save Documents

You can open a PDF document into PDF Tools by clicking on the **Load document** icons on the top or you can drag and drop the PDF document directly into the left preview pane.

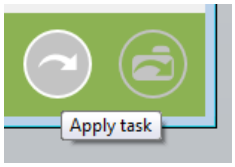
You can save a PDF document by clicking **Save document** or by clicking on the **Apply task and save document** icon. In addition to the PDF format, you can also save your document as JPEG, TIFF, PNG or HTML5 formats using the **Save As** option.

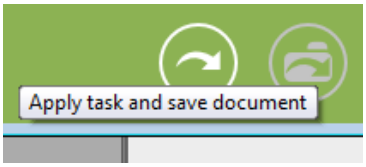


Apply Tasks

You will need to apply any changes made in the task before you can see them on the left side preview pane by clicking on the **Apply task** icon on bottom right bar. Applied changes are not automatically saved to the PDF document unless you use the **Apply task and save document** icon on the bottom right bar. Separate **Apply task** and **Save Document** action icons allow testing a few changes before the final document is saved.

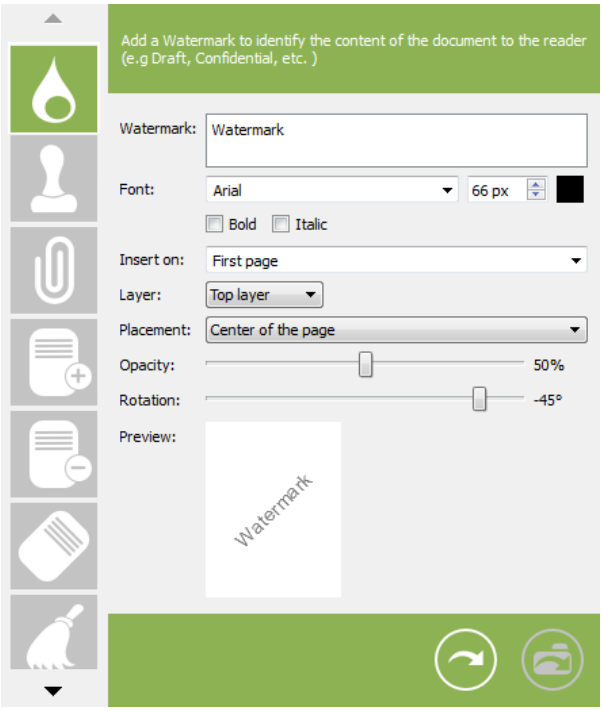
Note: If you do not apply the changes and move to the next task, your changes will be lost. If you apply multiple changes to the documents, but do not save your documents, your changes will be lost if you close Tools or load a new document. You can prevent this by using **Apply task and save document**.





Watermark

The watermark task allows you to add a watermark to all or a selected number of pages in your document. A watermark can identify the type of content to the reader (e.g. Draft, Confidential, etc.). You can choose the text you want to apply, select a font, text orientation, visibility, and specify where the watermark will appear in the document.

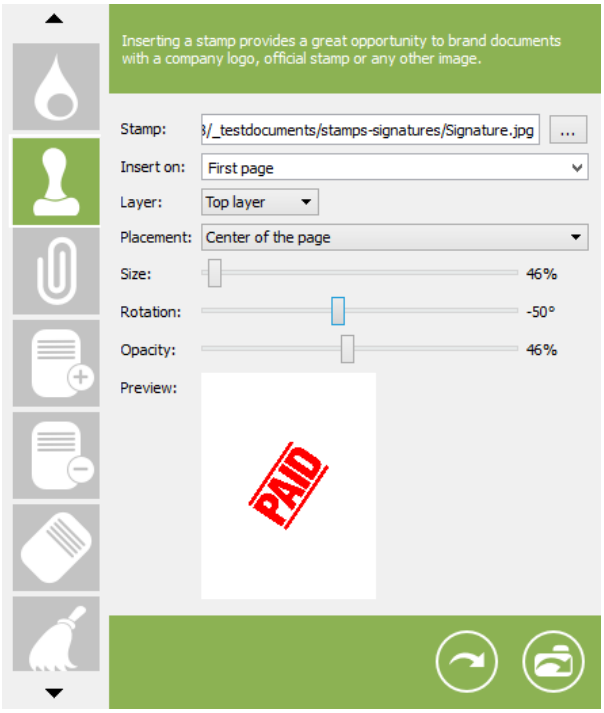


- **Watermark:** Type the text you want for the watermark. You can use multiple lines. You can use the following dynamic environment variables:
  %DATETIME% = 2007-12-31_23-59
  %DATE% = 2007-12-31
  %TIME% = 12-00
  %YEAR% = 2007
  %MONTH% = 12
  %DAY% = 31
  %HOUR% = 23
  %MINUTE% = 59
  %SECOND% = 59
  %PAGENUM% = page number of the current page
  %TOTALPAGES% = number of total pages
  Example: You can create a watermark with page numbers as 1/5, 2/5 etc. by using 2 variables: %PAGENUM%/%TOTALPAGES%.
-
- **Font:** Open the list of available fonts and select the font you want for the watermark. You can specify the font size and color by choosing appropriate values.
- **Bold, Italic**. Select the font style you want to use for the watermark text.
- **Insert on:** Specify where the watermark will appear on the document. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter a list of pages separated by a comma (e.g. 1,4,8-16)..

- **Layer:** Specify whether the watermark will appear above or below the document content. Please note that some applications will fill the entire background with white before printing. You must use the top layer when printing from these applications or the watermark will be hidden.
- **Placement:** Select the **watermark** placement on a page. By using predefined values you can be sure that Watermark will be in exact corner or center of the page no matter what the page size will be used. If you require more precise placement, you can use the **Manually place the watermark** option and then adjust the position using a mouse in the preview pane.
- **Opacity:** The watermark can be transparent to allow other content to be visible through it. The greater the opacity percentage the more transparent the text.
- **Rotation:** Drag the slider to specify how the rotated text will appear on the page.
- **Preview:** The size of the preview pane reflects the size of the actual page.

Stamp

Inserting a stamp provides a great opportunity to brand documents with a company logo, official stamp or any other image. This task can be added multiple times. You can choose an image from your computer, set its layer, placement, size, rotation, opacity and a place you want to insert it on.



- **Stamp:** Click the "**...**" button to browse your computer and select the image file you would like to use as a stamp (e.g. official stamp, company logo).
- **Insert on:** Specify where the stamp will appear on the document. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages For example 1,3-5 would mean that the stamp will be applied on the first page and then on pages 3,4 and 5.
- **Layer:** Specify whether the stamp will appear above or below the document content. Please note that some applications will fill the entire background with white before

printing. You must use the top layer when printing from these applications or the stamp will be hidden.

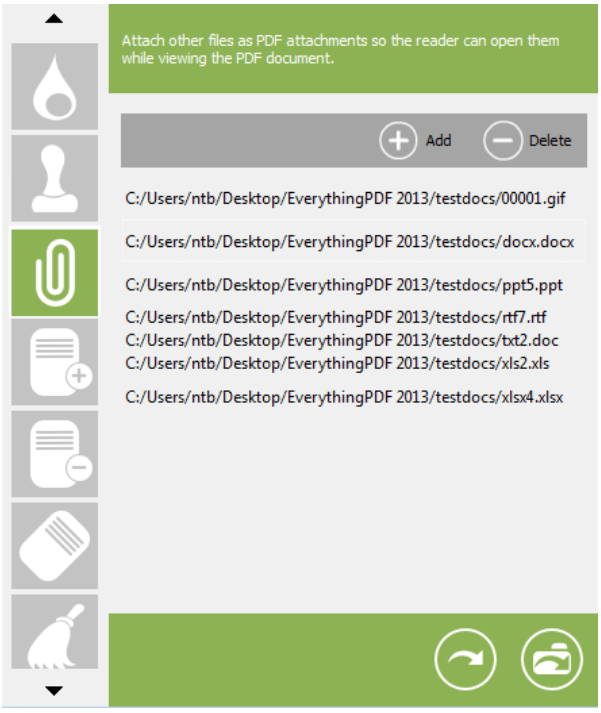
- **Placement:** Select a **stamp** placement on a page. By using predefined values you can be sure that the Watermark will be in exact corner or center of the page no matter which page size is used. If you require more precise placement, you can use the **Manually place the stamp** option and then adjust the position using a mouse in the preview pane.
- **Size:** Drag the slider to set the size of the stamp on the page. Resizing will maintain the aspect ratio of the image.
- **Opacity:** The watermark can be transparent to allow other content to be visible through it. The greater the percentage of opacity the more transparent the image.
- **Rotation:** Drag the slider to specify how the stamp image will appear on the page.
- **Preview:** The size of the preview pane reflects the actual size of the page.

Note: The stamp file has to be in one of the following formats: bmp, gif, jpeg, jpg, tiff, tif, png, mng, pbm, pgm, ppm, xbm, xpm, svg, tga.

Warning: Opacity is correctly applied and previewed in the preview pane on the right. The left preview window currently does not support stamp opacity. Stamps will show up without opacity on the screen, but the correct PDF document is created.

Attachments

The attachments task provides you with the opportunity to attach other files as PDF page-level attachments so the reader can open them while viewing the PDF document.



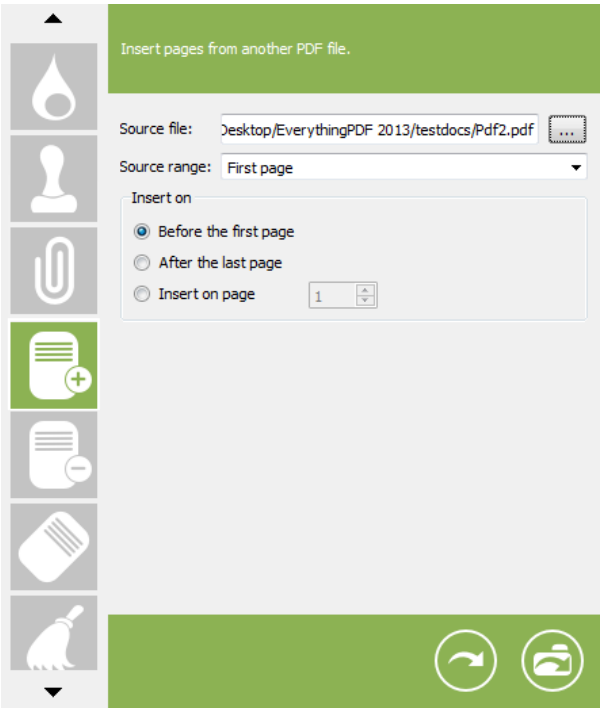
Use the following options to prepare attachments:

- **Add**. Click the **Add** icon or use right click and select **Add** from the menu to select the files from your computer that you want to attach to the PDF document. You can select multiple files in one step.
- **Delete**. To remove files from prepared list, click the **Delete** icon, or use right click and choose **Delete**. Multi selection is allowed. You can also use the **Select All** command to clean the whole list.

Note: Applied changes are not visible in a preview pane, but are applied in a saved PDF document. Open your PDF document in your default PDF viewer to see the result.

Insert Pages

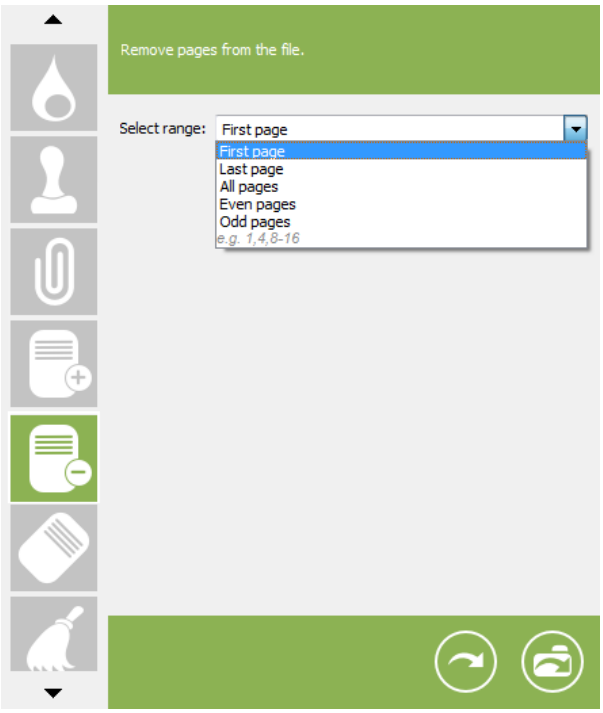
Choose any page(s) from the PDF document and insert them into another PDF document. You can use this feature to insert a standard cover sheet or signature page to every PDF document you create.



- **Source file:** Click the "**...**" button to browse your computer and select the existing PDF file you want to insert into a newly created PDF.
- **Source range:** Select pages from the source file you want to insert. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages. For example 1, 3-5 would mean that the first page and then pages 3, 4 and 5 will be extracted from the source file and inserted into new the PDF file.
- **Insert on**. Define where in the new document you want the selected source pages insert to
    - **Before the first page**. Selected pages from the source document will be inserted before the first page.
    - **After the last page**. Selected pages from the source document will be inserted after the last page.
    - **Insert on page**. Specify the page number where you want to insert selected pages from the source file.

Remove Pages

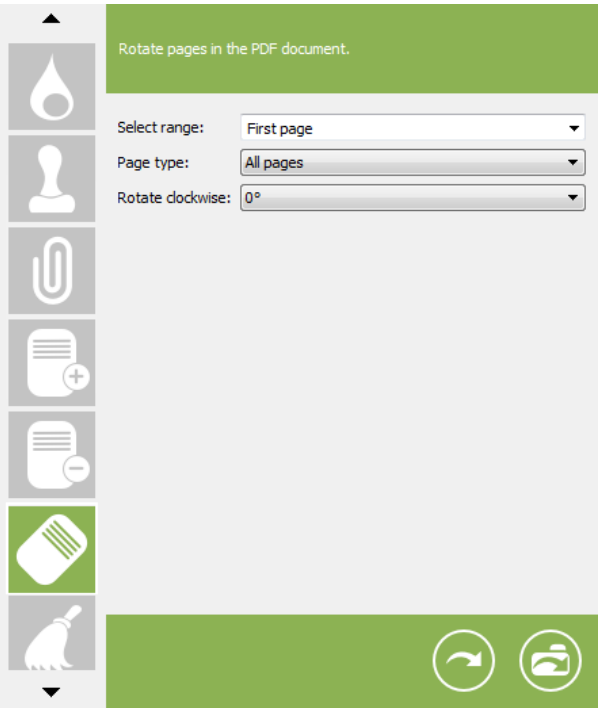
The Remove Pages task allows page removal from the existing PDF document.



- **Select range:** Specify pages from the PDF file you want to remove. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages. For example 1,3-5 would mean that the first page and then pages 3,4 and 5 will be removed from new PDF file.

Rotate Pages

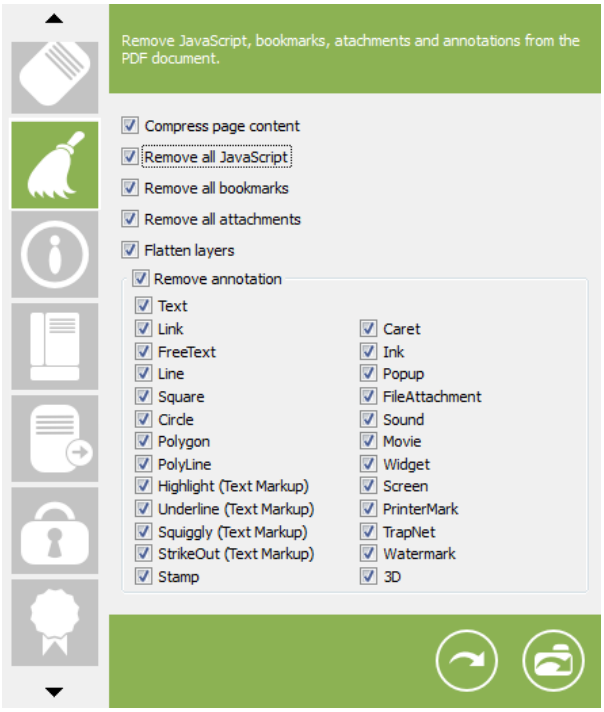
Easily rotate individual pages in the PDF document with this task. You can select the page range and page orientation (type) to pick only pages you want to rotate.



- **Select range:** Select pages from PDF file you want to rotate. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages. For example 1,3-5 would mean that the first page and then pages 3,4 and 5 will be rotated.
- **Page type:** Select **All pages** if you want to apply rotation to every page. By selecting **Only portrait** or **Only landscape** you define only specific pages to be rotated.
- **Rotate clockwise:** Choose angle by which the page(s) will be rotated.

Optimization

Advanced optimization options are available. PDF file may contain a lot of interactive elements (annotations, links etc.). Optimization task allows you to remove unwanted elements from the PDF file and therefore decrease the file size.



By selecting following checkboxes you will define what elements of the PDF document will be removed.

- **Compress page content**. A page description (page content) can be stored in plain or in compressed form. Files with compressed page content are smaller in size but might be a little slower to process.
- **Remove all JavaScript**. The PDF may contain interactive elements that require JavaScript. Don't remove JavaScript if you want such interactivity. JavaScript can also be a potential security threat.
- **Remove all bookmarks**. Bookmarks are used for easier navigation through a PDF file. Removing bookmarks removes this easier navigation from the PDF file.
- **Remove all attachments**. Attachments will usually significantly increase the size of your PDF document and can also be a potential security threat.
- **Remove annotations**. Select all or only the specific types of annotations you want to remove from the PDF document.

Note: Applied changes are not visible in a preview pane, but are applied in a saved PDF document. Open the document in your default PDF viewer.

Document Information

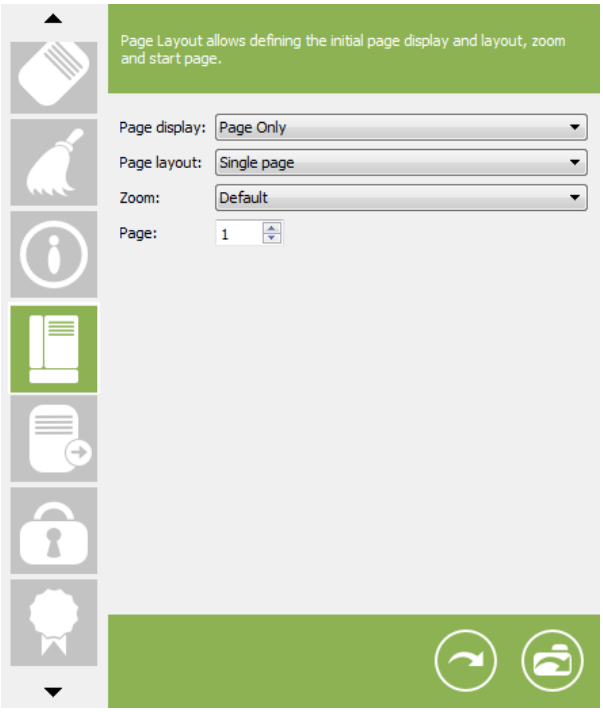
PDF document information is metadata that can be used to effectively search and organize PDF documents. Search engines commonly use metadata to effectively index a document.

- **Title:** Enter the title of this document.
- **Author:** Enter the author's name.
- **Subject:** Enter the subject this document is about.
- **Keywords:** Enter the keywords for this document.

Note: Applied changes are not visible in a preview pane, but are applied in a saved PDF document. Open the document in your default PDF viewer.

Page Layout

This task determines which panes and tabs are displayed in the Adobe Reader application when the PDF document is opened.

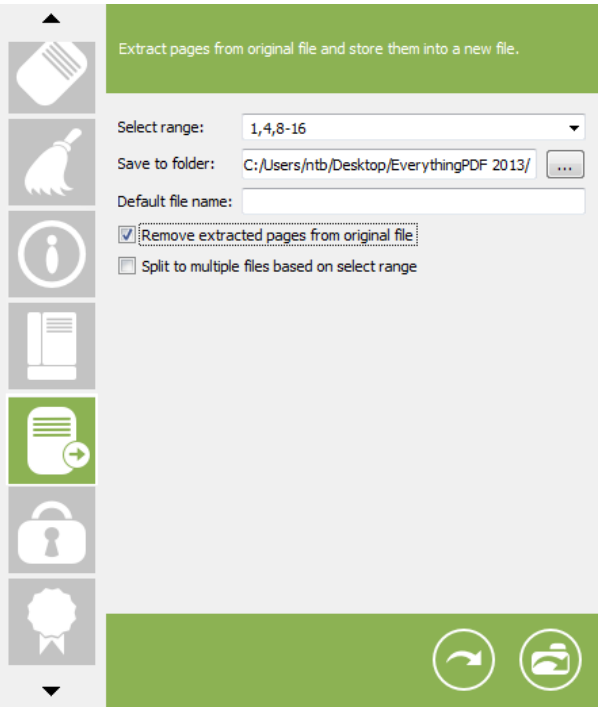


- **Page display:** There are six allowed modes that the PDF can be opened in.
  - **Page Only:** No left bar visible, just page area.
  - **Bookmarks Panel and Page:** Page area visible with bookmark panel.
  - **Attachments Panel and Page:** Page area visible with attachment panel.
  - **Content Group Panel and Page:** Page area visible with Content Group panel.
  - **Thumbnails:** Page area visible with Thumbnail panel.
  - **Full Screen:** Pages will be displayed in full screen mode (Not all PDF Viewers support this mode!).
- **Page layout:** You can select how the page area will be displayed when the PDF is open. Select from following options:
  - **Single page**
  - **One column**
  - **Two columns, odd numbered pages on left**
  - **Two columns, odd numbered pages on right**
- **Zoom:** Define the initial zoom used for displaying the page when opening the document (select from predefined options).
- **Page:** You can define the page number that is shown first when opening the document.

Note: Applied changes are not visible in a preview pane, but are applied in a saved PDF document. Open the document in your default PDF viewer.

Extract Pages

Easily extract page(s) from the PDF document and store them into a separate PDF file using this task. It can also be used to split the PDF document into more files.

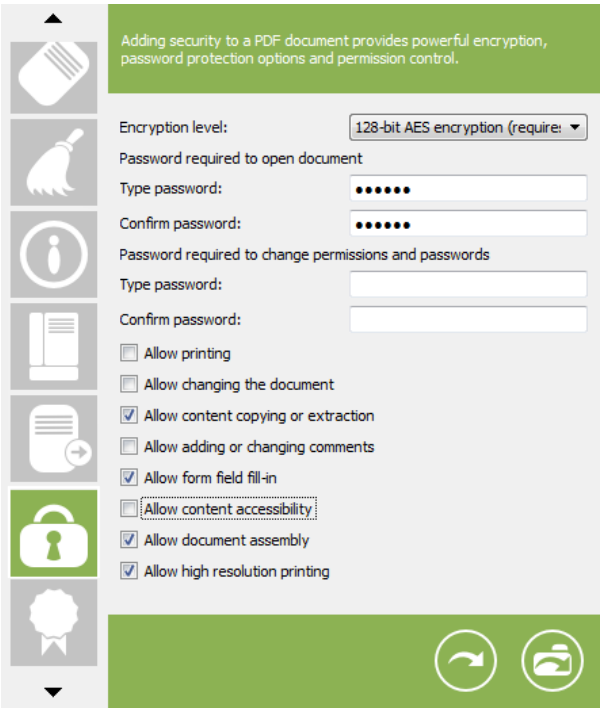

Extract pages from original file and store them into a new file.
Select range:
1,4,8-16
Save to folder:
C:/Users/ntb/Desktop/EverythingPDF 2013/
...
Default file name:
Remove extracted pages from original file
Split to multiple files based on select range

- **Select range:** Specify pages from PDF file you want to extract. You can use predefined values such as First page, Last page, All pages, Even pages, Odd pages or you can enter exact numbers to define pages. For example 1,3-5 would mean that the first page and then pages 3,4 and 5 will be extracted from new PDF file.
- **Save to folder:** Click the "**...**" button to browse your computer and select the folder where the extracted files will be saved. You can use environment variables..
- **Default file name:** Define a prefix for the filename. The task will create files with the name based on this prefix.
- **Remove extracted pages from original file:** Once a page is extracted, it can be removed from the original file by selecting this checkbox.
- **Split to multiple files based on select range:** When more than one page will be extracted, you can use this checkbox to specify if you want to create individual files for every page or save as one single file. If the split option is used then file name of each individual file will be constructed from the **default file name** followed by a page number.

Note: Extracted pages are not automatically loaded in a preview pane. If you use "Remove extracted pages from original file" option, extracted pages will no longer be visible in preview pane.

Security

This will allow you to limit access to content in the PDF document(s) created by PDF Impress. Adding security to a PDF document provides powerful RC4 or AES encryption, password protection options and permissions control.


Adding security to a PDF document provides powerful encryption, password protection options and permission control.
Encryption level:
128-bit AES encryption (require
Password required to open document
Type password:
Confirm password:
Password required to change permissions and passwords
Type password:
Confirm password:
Allow printing
Allow changing the document
Allow content copying or extraction
Allow adding or changing comments
Allow form field fill-in
Allow content accessibility
Allow document assembly
Allow high resolution printing

- **Encryption level:** Select an algorithm you want to use. With this choice you also choose the version compatibility with Adobe Acrobat.
    - 40-bit Encryption – compatible with Acrobat 3.x and above. It provides the lowest level of security.
    - 128-bit RC4 encryption – compatible with Acrobat 5.0 and later. It provides a fair level of security.
    - 128-bit AES encryption – compatible with Acrobat 7.0 and later. It provides an AES encryption algorithm (It's more secure than the older RC4).
    - 256-bit AES encryption – compatible with Acrobat 9.0 and later. It offers the highest level of security known in a PDF.
- **Password required to open document:** Anyone that wants to open (read) the document must know this password.
- **Password required to change permissions and passwords:** Anyone who wants to change the document passwords or document permissions must know this password.

Document permissions:

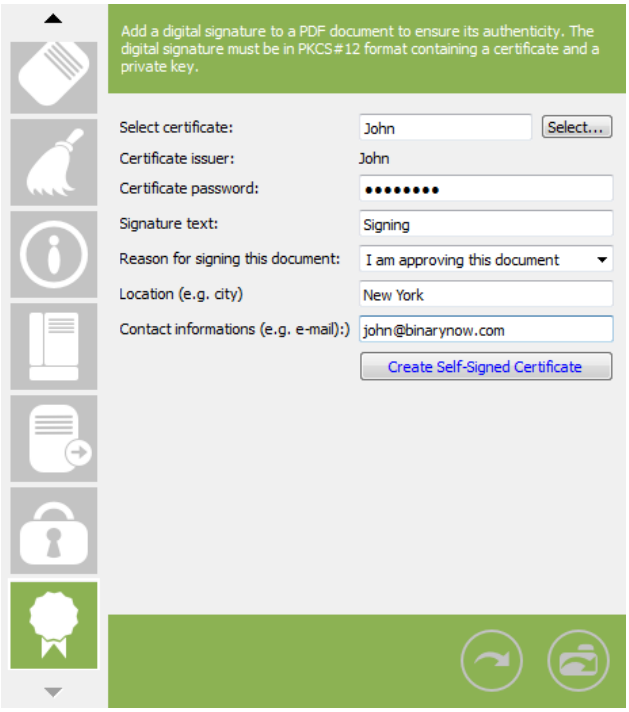
- **Allow printing**. Enable this permission to allow the document to be printed.
- **Allow changing the document**. Enable this permission to allow users to make changes.
- **Allow content copying or extraction**. Enable this permission to allow users to copy text, graphics and enable the accessibility interface.
- **Allow adding or changing comments**. Enable this permission to allow users to change comments.

- **Allow form field fill-in**. (not allowed with 40bit encryption) Enable this permission to allow user to fill in form fields.
- **Allow content accessibility**. (not allowed with 40bit encryption) Enable this permission to allow user to enable the accessibility interface.
- **Allow document assembly**. (not allowed with 40bit encryption) Enable this permission to allow user to extract, insert pages.
- **Allow high resolution printing**. (not allowed with 40bit encryption) Enable this permission to allow the document to be printed in high resolution.

Note: Applied changes are not visible in a preview pane, but are applied in a saved PDF document. Open the document in your default PDF viewer.

Digital Signature

Adding a Digital Signature will ensure the recipient that the PDF document came from you and that you will vouch for the content. The Digital ID will also provide tamper-resistance so the recipient can detect unauthorized changes.

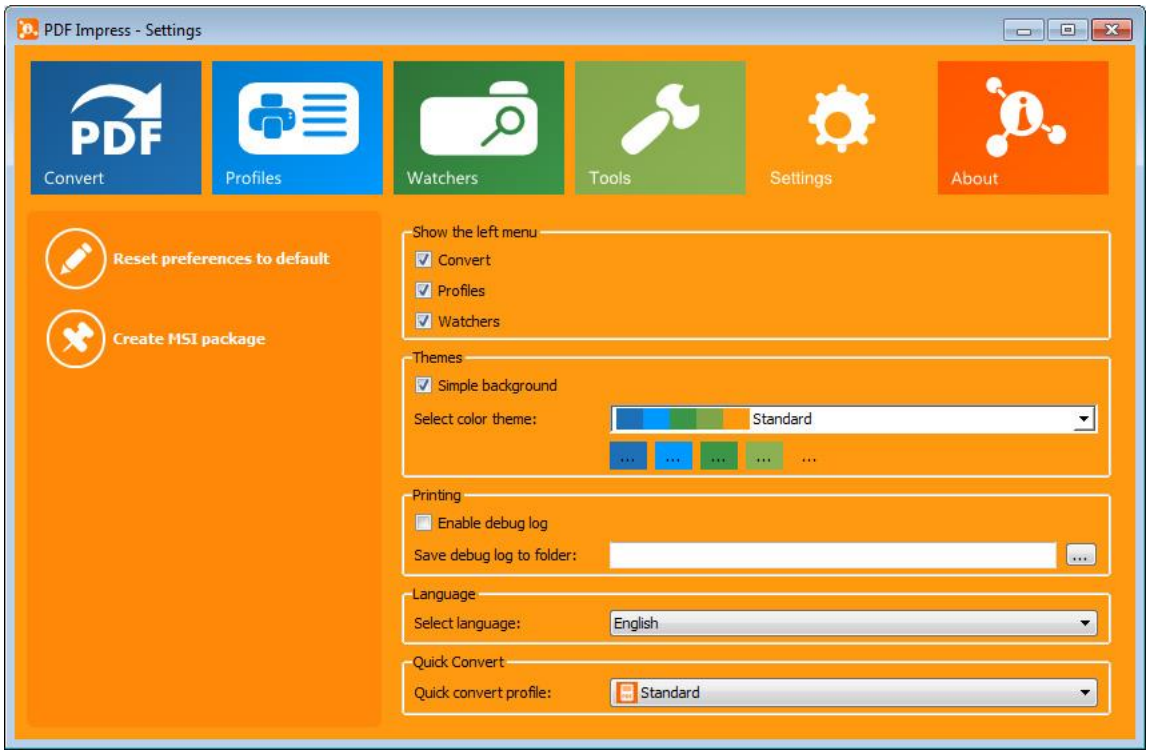


- **Select Certificate:** Click **Select...** and choose the certificate from the Windows Certificate store you would like to sign the PDF document with.
- **Certificate password:** If certificate is password protected, provide the password here.
- **Signature text:** Enter text that will appear in the signature field.
- **Reason for signing this document:** You can specify a reason for signing the document by selecting a pre-defined reason from the list or type your own reason in this field.
- **Location:** Allows you to enter the location where the signing occurred.
- **Contact information**: Allows you to enter your e-mail address.
- **Create Self-Signed Certificate**. You can generate the self-signed key (digital id) and import it into the Windows Certificate store for a use with PDF Impress.

Note: Applied changes are not visible in a preview pane, but are applied in a saved PDF document. Open the document in your default PDF viewer.

Settings

Settings pane allows you to set global preferences.



Reset preferences to default

This will reset preferences to default values. You can do this by clicking the **Reset preferences** icon in Settings.

Create MSI Package

This feature creates a custom distribution package for your organization. This installation package in .MSI format can be used for distribution through GPOs (Group Policy Object) in the Active Directory or on the non-network systems, network systems, via USB flash or simply anytime when you have a need for installation with custom settings and own profiles. Before you create the MSI Package, make sure that your PDF Impress installation is activated with a valid product key and the profiles and watchers are setup the way you want them to be setup on the clients.

After clicking on this button, two files will be created on your desktop:

- **pdfimpress2013_x86.msi** – package that you can use to install PDF Impress on 32-bit Windows.
- **pdfimpress2013_x64.msi** – package that you can use to install PDF Impress on 64-bit Windows.

Show the left menu

The area on the left side of each panel is reserved for commands. You can hide this area and use extra space for profiles and watchers. You can hide the area in each panel by clicking on the small arrow or adjust the setting by clicking on the following checkmarks:

- Convert
- Profiles
- Watcher

Themes

Select your preferred color theme from the combo box. You can choose from over twenty color themes, or pick the **User defined** theme option and define specific colors by clicking on color boxes. By enabling **Simple background** you disable the background pattern and gradient.

Enable debug log

Creating a debug log can provide the PDF Impress user with a great deal of information about what is happening during the PDF conversion process should the conversion process fail. Step–by-step entries are written directly into the log file. This information may become very essential when you contact our support department and ask for our assistance with your troubleshooting.

To create a debug log, do the following:

1. Click the **Start** button, and then click on **PDF Impress 2013**.
2. Continue by clicking on **Settings**.
3. Click **add a checkmark** and the **Enable debug log** option in the Printing section.
4. Pick the location where you want to save your debug log.

Now, open the document you are having a problem with and try converting it again. The debug information will be written to the "DebugLogMM_DD_YY.txt" the debug log file at the location you specified.

Note to Terminal Services Admins: You must insure that the user encountering the difficulty has at least write access to the drive or folder you specified for debug log location.

Troubleshooting the installation process: Create "PDFImpressLog.txt" in your Documents (e.g. C:\Users\USER\Documents, where USER is an administrator who installs PDF Impress) and where install will write information into it.

Languages

Select language: Reserved for the future use. This will allow user to pick a language for PDF Impress in the user interface.

Quick Convert

You can choose which profile is used for **PDF Impress Quick convert**. PDF Impress Quick convert is used to convert files via windows shell context menu item (right-click over the supported files in file manager). See right click conversions.

Uninstalling

To uninstall PDF Impress, do the following:

1. Go to **Control Panel**.
2. Then **Programs** and **Uninstall a program**.
3. Double Click **PDF Impress 2013**.
4. If asked if you are sure that you want to uninstall PDF Impress 2013, click **YES.**
5. Restart your computer when prompted.